



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ZIP: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ZIP: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

CHECK THE PASSPORT PROCESSING SERVICE REQUESTED:

SAME DAY EMERGENCY PROCESS _____

3 TO 4 DAY RUSH PROCESS _____

5 TO 8 DAY RUSH PROCESS _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP: REFERRAL__ INTERNET__ REPEAT CLIENT__ OTHER__

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SECOND LIMITED PASSPORT RENEWAL *U.S. PASSPORT HOLDERS*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	ONLINE APPLICATION:	<u>DS-82</u>
PASSPORT TYPE PHOTO:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	ATTACHMENT "A" OR HN5 FORM:	<u>1</u>
LETTER FROM APPLICANT:	<u>1</u>	VIP AUTHORIZATION LETTER:	<u>1</u>
2 ND LIMITED PASSPORT:	<u>1</u>	IR TRAVEL AUTHORIZATION LTR:	<u>1</u>
OTHER: <u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>			

PLEASE FORWARD THIS SHEET AND ALL ITEMS LISTED TO VIP SERVICES

<u>FEEES PER PERSON</u>	<u>*FEDERAL EXPRESS FEES</u>
GOVERNMENT EXPEDITING FEE: <u>\$60.00</u>	PRIORITY LETTER <u>\$29.00</u>
ADD VIP SERVICE FEE: (SEE BELOW) _____	2-DAY LETTER <u>\$23.50</u>
STATE DEPARTMENT FEE: <u>\$110.00</u>	3-DAY LETTER <u>\$19.50</u>
MONEY ORDER FEE: <u>\$6.00</u>	SATURDAY LETTER <u>\$41.50</u>
SUBTOTAL: _____	FEDEX 1 ST OVERNIGHT: <u>\$75.00</u>
*ADD RETURN FEDERAL EXPRESS FEE: _____	LOCAL P/UP OR DLVY: <u>CLICK HERE FOR QUOTE</u>
TOTAL: (NO PERSONAL CHECKS) _____	

VIP SERVICE FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEE ABOVE FOR THE SERVICE YOU HAVE REQUESTED

- \$95.00 5 TO 8 DAY RUSH – **RESERVATION REQUIRED**
- \$145.00 3 TO 4 DAY RUSH – **RESERVATION REQUIRED**
- \$195.00 SAME DAY RUSH – **RESERVATION REQUIRED**

IMPORTANT NOTE: PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. A PROCESSING TIME OF 5 DAYS OR LESS IS NOT ALWAYS AVAILABLE AND RESERVATIONS ARE REQUIRED. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 8:15 AM. IN THE EVENT YOU ARE REQUESTING THAT YOUR APPLICATION BE SUBMITTED THE DAY WE RECEIVE IT, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 A.M. DELIVERY. ****IF YOU ARE REQUESTING A RESERVATION FOR A PROCESSING OF LESS THAN 5 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com) AND THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS WILL CAUSE A DELAY.** VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF \$37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

REVISED: 7-28-2015 (JENN)

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SECOND LIMITED U.S. PASSPORT RENEWAL

SECOND LIMITED PASSPORTS ARE NOT ISSUED FOR AS A CONVENIENCE; THEY ARE ISSUED SOLELY AT THE DISCRETION OF THE PASSPORT SUPERVISOR. IN CERTAIN CASES A DS-11 MAY NEED TO BE SUBMITTED.

THE TWO REASONS WHY A SECOND LIMITED PASSPORT WOULD BE ISSUED ARE:

- YOU HAVE MORE THAN ONE BUSINESS TRIP THAT REQUIRES A VISA AND YOU WILL BE LEAVING THE U.S. BEFORE THE VISA(S) CAN BE OBTAINED, REQUIRING A SECOND PASSPORT ALLOWING TRAVEL WITH THE CURRENT PASSPORT WHILE OBTAINING A VISA IN THE SECOND LIMITED PASSPORT
- OR**
- YOU WILL BE TRAVELING TO TWO COUNTRIES THAT ARE IN POLITICAL/RELIGIOUS CONFLICT WITH EACH OTHER.

IF YOU'RE TRAVELING ON ONE PASSPORT AND NEED VISAS IN THE OTHER:

- 1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM, CLICK ON THE "CREATE FORM" BUTTON AND THEN PRINT IT. **BE SURE TO SIGN IN BLUE INK. FAILURE TO DO SO WILL CAUSE A DELAY.**
- 2.) **ONE (1) COLOR PASSPORT PHOTOGRAPH** (2x2) TAKEN WITHIN THE PAST THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPHS ARE TAKEN WITH AN OFF-WHITE BACKGROUND AND BOTH EARS CAN BE SEEN. THEY **CANNOT** BE IDENTICAL TO THE PHOTOGRAPH IN YOUR CURRENT PASSPORT.
- 3.) **CURRENT PRIMARY PASSPORT AND CURRENT SECOND LIMITED** PASSPORT; THE PRIMARY PASSPORT HAS TO HAVE AT LEAST (2) TWO YEARS OF VALIDITY REMAINING. IF IT DOES NOT HAVE AT LEAST TWO (2) OR MORE YEARS, APPLICANT MAY BE REQUIRED TO RENEW THE PRIMARY PASSPORT BEFORE OBTAINING A SECOND PASSPORT RENEWAL.
- 4.) **CHECK OR MONEY ORDER** PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$170.00.
(*\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00 TOTAL*)
- 5.) **COMPANY LETTER**, ON ORIGINAL LETTERHEAD AND SIGNED IN **BLUE INK** REQUESTING THAT A SECOND LIMITED PASSPORT BE ISSUED.
- 6.) **LETTER FROM THE APPLICANT**, ON ORIGINAL LETTERHEAD AND SIGNED IN **BLUE INK** REQUESTING THAT A SECOND LIMITED PASSPORT IS ISSUED.
- 7.) **STATEMENT LETTER (ATTACHMENT "A" FORM LETTER)** FROM THE APPLICANT, REGARDING EITHER OF YOUR PASSPORTS BEING LOST OR STOLEN AND REQUESTING TO PLEASE ISSUE YOU A 2ND PASSPORT.
DO NOT REPRINT AND/OR TYPE ON LETTERHEAD, SIGN IN BLUE INK.
- 8.) **TRAVEL ITINERARY** SUPPORTING THE DEPARTURE DATE(S) AND INTERNATIONAL DESTINATIONS AS STATED IN THE COMPANY/INDIVIDUAL LETTER.

CONTINUED→



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- 9.) **LETTER OF AUTHORIZATION** AUTHORIZING VIP SERVICES TO DISCUSS THE STATUS OF THE APPLICATION AND COLLECT THE PASSPORTS ON APPLICANT'S BEHALF. SIGNED IN **BLUE INK**
- 10.) **LETTER OF AUTHORIZATION** AUTHORIZING I.R. TRAVEL CONSULTANTS TO DISCUSS THE STATUS OF THE APPLICATION AND COLLECT THE PASSPORTS ON APPLICANT'S BEHALF. SIGNED IN **BLUE INK**

IF YOU ARE TRAVELING TO CONFLICTING COUNTRIES:

- 1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT RENEWAL APPLICATION (DS-82) ONLINE. ONCE YOU HAVE COMPLETED THE FORM; CLICK ON THE "CREATE FORM" BUTTON AND THEN PRINT IT. **BE SURE TO SIGN IN BLUE INK. FAILURE TO DO SO WILL CAUSE A DELAY.**
- 2.) **ONE (1) COMPLETED SECOND LIMITED PASSPORT "HN-5" FORM.** SIGN IN **BLUE INK.**
- 3.) **ONE (1) COLOR PASSPORT PHOTOGRAPH** (2x2) TAKEN WITHIN THE PAST THREE (3) MONTHS. BE SURE THAT THE PHOTOGRAPHS ARE TAKEN WITH AN OFF-WHITE BACKGROUND AND BOTH EARS CAN BE SEEN. THEY **CANNOT** BE IDENTICAL TO THE PHOTOGRAPH IN YOUR CURRENT PASSPORT.
- 4.) **CURRENT PRIMARY PASSPORT AND CURRENT SECOND LIMITED** PASSPORT; THE PRIMARY PASSPORT HAS TO HAVE AT LEAST (2) TWO YEARS OF VALIDITY REMAINING. IF IT DOES NOT HAVE AT LEAST TWO (2) OR MORE YEARS, APPLICANT MAY BE REQUIRED TO RENEW THE PRIMARY PASSPORT BEFORE OBTAINING A SECOND PASSPORT RENEWAL.
- 5.) **CHECK OR MONEY ORDER** PAYABLE TO "DEPARTMENT OF STATE" IN THE AMOUNT OF \$170.00.
(\$110.00 PASSPORT FEE + \$60.00 EXPEDITE FEE = \$170.00)
- 6.) **TRAVEL ITINERARY** SUPPORTING INTERNATIONAL DESTINATIONS AS STATED ON FORM HN-5.
- 7.) **LETTER OF AUTHORIZATION** AUTHORIZING VIP SERVICES TO DISCUSS THE STATUS OF THE APPLICATION AND COLLECT THE PASSPORTS ON APPLICANT'S BEHALF. SIGNED IN **BLUE INK**
- 8.) **LETTER OF AUTHORIZATION** AUTHORIZING I.R. TRAVEL CONSULTANTS TO DISCUSS THE STATUS OF THE APPLICATION AND COLLECT THE PASSPORTS ON APPLICANT'S BEHALF. SIGNED IN **BLUE INK**

SPECIAL NOTE: PASSPORT CARDS WILL NOT BE ISSUED WHEN REQUESTING A SECOND LIMITED PASSPORT. THEY MUST BE REQUESTED INDEPENDENTLY OR WHEN APPLYING FOR A PRIMARY RENEWAL OR FIRST TIME PASSPORT REQUEST.

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EXAMPLE LETTER FOR SECOND LIMITED PASSPORT COMPANY LETTER

DATE: _____

DEAR PASSPORT REPRESENTATIVE,

MR./MRS. _____, IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS A/AN (POSITION) FOR (COMPANY NAME). HIS/HER
POSITION REQUIRES THAT HE/SHE TRAVELS FREQUENTLY ON
INTERNATIONAL TRIPS AND USUALLY ON SHORT NOTICE. WE ARE
REQUESTING THAT HE/SHE BE ISSUED A SECOND LIMITED PASSPORT TO
ENABLE OUR COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE
(DESTINATION OF THE 2nd TRIP) EMBASSY, WHO HAS ADVISED THAT THE
PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS LONG AS
ONE (1) MONTH, THEREFORE HE/SHE COULD USE THEIR CURRENT
PASSPORT TO TRAVEL TO (DESTINATION OF 1st TRIP) ON (DATE). YOUR
ASSISTANCE IN THIS MATTER IS VERY MUCH APPRECIATED.

RESPECTFULLY,

(SUPERVISORS SIGNATURE)



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EXAMPLE LETTER FOR SECOND LIMITED PASSPORT INDIVIDUAL LETTER

DATE: _____

DEAR PASSPORT REPRESENTATIVE,

I, _____, AM EMPLOYED BY (COMPANY NAME) AS A/AN
(POSITION). MY POSITION REQUIRES THAT I TRAVEL FREQUENTLY ON
INTERNATIONAL TRIPS AND USUALLY ON SHORT NOTICE. I AM
REQUESTING THAT I BE ISSUED A SECOND LIMITED PASSPORT TO
ENABLE MY COMPANY TO SUBMIT THE LIMITED PASSPORT INTO THE
(DESTINATION OF THE 2nd TRIP) EMBASSY, WHO HAS ADVISED THAT THE
PROCESSING TIME TO HAVE THE VISA ISSUED COULD TAKE AS LONG AS
ONE (1) MONTH, THEREFORE I COULD USE MY CURRENT PASSPORT TO
TRAVEL TO (DESTINATION OF 1st TRIP) ON (DATE). SHOULD EITHER
PASSPORT BE LOST OR STOLEN, I WILL REPORT IMMEDIATELY THE
CIRCUMSTANCES OF THE LOSS TO PASSPORT SERVICES, OR IF
ABROAD, TO THE NEAREST U.S. EMBASSY OR CONSULATE. YOUR
ASSISTANCE IN THIS MATTER IS VERY MUCH APPRECIATED.

VERY TRULY YOURS,

(APPLICANT SIGNATURE)



United States Department of State

Houston Passport Agency

1919 Smith Street

Suite 1100

Houston, Texas 77002-8049

PLEASE COMPLETE THE FOLLOWING INFORMATION IN ORDER TO COMPLY WITH YOUR REQUEST FOR A SECOND PASSPORT. ALSO SUBMIT EITHER AN ITINERARY FROM A TRAVEL AGENCY OR COMPANY LETTER SPECIFYING COUNTRIES TO BE VISITED.

REQUEST FOR SECOND PASSPORT

I, _____, AM HOLDER OF PASSPORT
_____, ISSUED ON _____ AT THE _____
PASSPORT AGENCY. MY CURRENT PASSPORT CONTAINS A
VISA/ENTRY/EXIT STAMP(S) FROM _____. I AM
SCHEDULED TO TRAVEL TO _____ ON _____.
DUE TO THE CURRENT CONDITIONS NOW EXISTING BETWEEN THESE
COUNTRIES, I WILL NOT BE ALLOWED TO ENTER _____
WITH MY CURRENT PASSPORT. THEREFORE, I REQUEST THE ISSUANCE
OF A SECOND PASSPORT.

I UNDERSTAND THIS PASSPORT WILL BE LIMITED IN VALIDITY NOT TO
EXCEED TWO YEARS AND WILL NOT STATE A GEOGRAPHIC LOCATION.

I ALSO WILL REPORT IMMEDIATELY THE LOST/THEFT/MUTILATION OF
EITHER PASSPORT TO THE NEAREST PASSPORT AGENCY OR AMERICAN
CONSULATE.

SIGNATURE

DATE

Attachment "A"

TO: U.S. Department of State

United States Passport Agency

I, the undersigned, am the bearer of valid U.S. passport number _____
(Number)

Issued on _____. However, in view of the restricted entry policies and/or
(Date)

The time delay in obtaining visas it is impossible to complete my trip using one passport.

I am therefore requesting the issuance of a second valid passport for travel to

_____, which I understand will be valid for two years.

Should either passport be lost or stolen, I will report immediately the circumstances of

The loss to Passport Services, or if abroad, to the nearest U.S. Embassy or Consulate.

(Applicants signature)

(Today's date)



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Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: VIP Passport Services, Inc.

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

I R TRAVEL CONSULTANTS

Letter of Authorization

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- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
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(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent, legal guardian, or person acting in loco parentis must sign.)