



# Global Visa Services

1604 KEARNEY ST. NE, SECOND FLOOR, WASHINGTON, DC 20018  
800 734 4708



## PASSPORT ORDER FORM

### PLEASE CHECK THE REQUESTED SERVICE:

- |   |  |
|---|--|
| <input type="checkbox"/> New passport (Adult over age 16)       | <input type="checkbox"/> Passport Amendment: (check one below) |
| <input type="checkbox"/> New passport (Child under age 16)      | <input type="checkbox"/> Name Change                           |
| <input type="checkbox"/> Renewed passport                       | <input type="checkbox"/> Add extra pages                       |
| <input type="checkbox"/> Replacement of lost or stolen passport | <input type="checkbox"/> Correct biographical data             |

If you are also requesting visa services, please list the countries you require visas for: \_\_\_\_\_

### RETURN SHIPPING ADDRESS:

|   |        |   |                       |
|---|--------|---|-----------------------|
| Address:                                |        | Date of Departure from USA:<br>( D / M / YR )       /       / |                       |
| City :                                  | State: | Zip:  | Home Phone: (       ) |
| Date I must have my documents returned: |        |   | Day Phone: (       )  |

### TRAVELER DATA:

|               |  |                                      |                 |             |
|---------------|--|--------------------------------------|-----------------|-------------|
| Last Name:    |  | First:                               | Date of birth : |             |
| Passport #    |  | Passport Expiration:       /       / |                 | Citizen of: |
| Email address |  |                                      | company name    |             |

### PAYMENT AND SHIPPING INFORMATION:

**Please Note:** The State Department fees marked below with an asterisk (\*) must be made out as a separate check payable to US Dept. of State, and this check must be included in your sealed package. The Global Visa service fees and return shipping fee should be combined into a second check, made payable to Global Visa. For passport renewal and amendment services, all fees may be combined into a single check payable to Global Visa.

(Passport Processing Requirements and Fees are Per Traveler and are Subject to Change Without Notice)

| PASSPORT SERVICE   | STATE DEPT. FEES | GLOBAL VISA SERVICE FEES | AMOUNT ENCLOSED |
|--|------------------|--------------------------|-----------------|
| New Passport (Adult over age 16)   | \$135.00*        | \$175.00                 |                 |
| New Passport (Child under age 16)  | \$125.00*        | \$175.00                 |                 |
| Passport Renewal   | \$135.00         | \$175.00                 |                 |
| Replacement of Lost/Stolen Passport  | \$135.00*        | \$175.00                 |                 |
| Passport Amendment   | \$60.00          | \$175.00                 |                 |
| 24 Hour Processing Surcharge add   |                  | \$65( plus above fees)   |                 |
| <b>SHIPPING (choose one):</b> Express Delivery \$23.50 Saturday Delivery \$38.50     |                  |                          |                 |
| <b>TOTAL:</b> (Enclose money order or company check payable to Global Visa Services) |                  |                          | <b>\$</b>       |

*Please Note: Global Visa acts solely as an agent and accepts no responsibility for the services of any travel agent, foreign company, government or consulate in connection with granting visas, invitations or any delays, loss of passports by the above services, U.S. mail or any other delivery service. Damage compensation is not available.*

1604 Kearney St. NE, Second Floor, Washington, D.C. 20018  
Toll Free (800) 734 4708 • Washington, D.C. area (202) 529 3810 • Fax (202) 529 3812  
Email [global@globalvisa.com](mailto:global@globalvisa.com)