



PASSPORT AND VISA
WWW.SCPASSPORTANDVISA.COM

SHIP DOCUMENTS TO:
SC-Passport and Visa
4301 N FAIRFAX DRIVE, SUITE 104
ARLINGTON VIRGINIA 22203

SERVING TRAVELERS SINCE 1995

LEGALIZATION WORK ORDER

DATE: _____

CONTACT INFORMATION:

First Name: _____ Last Name: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____ Company or Agency Name: _____

SHIPPING INFORMATION

Full Name: _____ Last Name: _____

Company Name: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Legalization	Country of:	_____	Number of Documents:	_____	Rush Requested:	_____
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Legalization	Country of:	_____	Number of Documents:	_____	Rush Requested:	_____

Is State Notarization needed? (if so, document will be certified through the DC Office of the Secretary)
_____yes _____no

Additional Notes:

PAYMENT INFORMATION

CREDIT CARD INFORMATION

Government Fees: _____

SC Processing Fee: _____

Shipping Fee: _____

Total Charges: _____

VISA MASTERCARD AMEX
CARD NUMBER: _____ EXP: _____

NAME OF CARDHOLDER: _____

COMPLETE BILLING ADDRESS : _____

_____ Cardholder Signature _____ Date

BILLING CODE/COST CENTER _____

Return Shipping Cost

Overnight Shipping \$27.00 (West Coast \$36.00)
Saturday Delivery \$55.00 (West Coast will vary)
First Overnight \$65.00
Client Provided Account# _____
Shipping Carrier: FEDEX or UPS

- Processing time is at the sole discretion of the Government authorities. Additional documents may be requested by the issuing authorities and may result in delays. SC Passport and Visa cannot be held responsible for such delays
- All original documents will be returned
- Applications that have not been filled out correctly may cause a delay in processing time, please follow the instructions carefully.
- Fees are nonrefundable once applications have been submitted to Consulate and/or the Government Authentication Offices