



# PASSPORT & VISA WORK ORDER

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

DATE:

## APPLICANT'S INFORMATION

1. First Name:  Last Name:  Date of Birth:

2. First Name:  Last Name:  Date of Birth:

3. First Name:  Last Name:  Date of Birth:

Work Phone:  Cell Phone:  Home Phone:

Email Address:  Company or Agency Name:

## SHIPPING INFORMATION /PASSPORT PICKUP

Full Name:  Last Name:

Company Name:

Street Address:

City/State/Zip:  Phone:

CONTACT PERSON FOR PASSPORT OR VISA RELATED QUESTIONS:

DATE OF DEPARTURE:  I NEED THE PASSPORT BACK BY:

VISA SERVICE COUNTRY	TYPE	PROCESSING SPEED	NUMBER OF ENTRIES	ADDITIONAL NOTES

## U.S PASSPORT SERVICE SERVICE REQUEST TYPE

\*\*SAME DAY IS SUBJECT TO SPACE AVAILABILITY \*\*\*GOVT FEE IS EXTRA

<input type="checkbox"/>	24-48 hours** \$350.00	<input type="checkbox"/>	OFFICIAL/DIPLOMATIC PASSPORT	<input type="checkbox"/>	LOST/STOLEN PASSPORT
<input type="checkbox"/>	5-7 business days \$220.00	<input type="checkbox"/>	1ST TIME ADULT PASSPORT	<input type="checkbox"/>	2ND PASSPORT
<input type="checkbox"/>	2 WEEKS \$185.00	<input type="checkbox"/>	ADULT RENEWAL	<input type="checkbox"/>	ADDING PAGES- no longer available
<input type="checkbox"/>		<input type="checkbox"/>	1ST TIME MINOR PASSPORT	<input type="checkbox"/>	NAME CHANGE
<input type="checkbox"/>		<input type="checkbox"/>	RENEWAL MINOR PASSPORT		

## PAYMENT INFORMATION CREDIT CARD INFORMATION

Embassy and/or US Govt Fee:

SC Processing Fee:

Photos:

Shipping Fee:

Total Charges:

VISA    MASTERCARD    AMEX

CARD NUMBER:  EXP:

NAME OF CARDHOLDER:

COMPLETE BILLING ADDRESS :

Cardholder Signature  Date

## Return Shipping Cost

Overnight Shipping \$42  
 Saturday Delivery \$55 (West Coast will vary)  
 First Overnight \$65 +  
 Client Provided Account#   
 Shipping Carrier: FEDEX or UPS

- Processing time is at the sole discretion of Consulate and US Passport Agency. 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
- It is always recommended that you do not purchase non-refundable tickets until you have your passport in your possession.
- 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 US Passport Agency