



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 INFO 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"/>	SAMEDAY**	\$250.00	<input type="checkbox"/>	OFFICIAL/DIPLOMATIC PASSPORT	<input type="checkbox"/>	LOST/STOLEN PASSPORT
<input type="checkbox"/>	48 HOURS	\$195.00	<input type="checkbox"/>	1ST TIME ADULT PASSPORT	<input type="checkbox"/>	2ND PASSPORT
<input type="checkbox"/>	1 WEEK	\$165.00	<input type="checkbox"/>	ADULT RENEWAL	<input type="checkbox"/>	ADDING PAGES
<input type="checkbox"/>	2 WEEKS	\$125.00	<input type="checkbox"/>	1ST TIME MINOR PASSPORT	<input type="checkbox"/>	NAME CHANGE
			<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 \$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 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