



# 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

## APPLICANT'S INFORMATION

DATE: \_\_\_\_\_

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

7-10 business days\*\*

4-7 weeks\*\*

OFFICIAL/DIPLOMATIC PASSPORT

1ST TIME ADULT PASSPORT

ADULT RENEWAL

1ST TIME MINOR PASSPORT

RENEWAL MINOR PASSPORT

LOST/STOLEN PASSPORT

2ND PASSPORT

ADDING PAGES- no longer available

NAME CHANGE

\*\*based on next available submission spot

## 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-\$65

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