

# A-1 Passport & Visa Express

1012 14<sup>th</sup> St. NW. Suite 630 Washington, DC. 20005~Tel: (202) 639-1500~Fax: (202) 639-9596~E-mail: samcarlo@msn.com

## Request form for passport/visa processing

This form is for A-1 Passport & Visa Express and must be fully completed and included with every request for passport/visa processing. The purpose of this form is to clearly identify what type of processing is needed, date of immediate travel out of the U.S. and where to ship your documents to. **THIS IS AN ORDER FORM NOT PASSPORT/VISA APPLICATION.**

**Today's Date:** \_\_\_\_\_

**Service requested by :** (Name) \_\_\_\_\_

(Email) \_\_\_\_\_

(Phone) \_\_\_\_\_

**Your Company's:** (Name) \_\_\_\_\_

(Address) \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**FULL NAME OF APPLICANT(S):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PASSPORT PROCESSING:** (If you have a passport and only need visas, please skip this section)  
(Please circle one)

[New/First Time U.S. Passport] – [Renewal of U.S. Passport] – [Add Passport Pages] – [2<sup>nd</sup>. Passport]  
[Passport amendment]

**VISA PROCESSING:** (List the countries you require a visa and number of entries required)

1) \_\_\_\_\_ Single – double - Multiple    3) \_\_\_\_\_ Single – Double – Multiple

2) \_\_\_\_\_ Single – double - Multiple    4) \_\_\_\_\_ Single – Double - Multiple

**IMMEDIATE DEPARTURE DATE FROM THE U.S.A – (VERY IMPORTANT):** \_\_\_\_\_

**APPLICANT'S EMAIL ADDRESS:** \_\_\_\_\_

**DAY TIME TELEPHONE NUMBER :** (\_\_\_\_\_) \_\_\_\_\_ **CELL( \_\_\_\_\_)** \_\_\_\_\_

**SHIPPING ADDRESS TO RETURN YOUR PASSPORT/VISA: (We only ship via Fed Ex)**

**Name** \_\_\_\_\_

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**TYPE OF PAYMENT: (CHECKS SHOULD BE MADE PAYABLE TO: A-1 PASSPORT & VISA EXPRESS)**

**FOR PAYMENT BY CREDIT CARD PLEASE COMPLETE AUTHORIZATION ON THE NEXT PAGE**

## CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_, (print full name) Authorize A-1 Passport & visa Express to charge \$\_\_\_\_\_ (Please leave blank if you are not yet sure what the total would be, otherwise print amount in words):

\_\_\_\_\_ to the credit card of my choice as indicated below (check one)

Visa     MasterCard     American Express     Discover

Credit Card Number \_\_\_\_\_ 3/4 digits Security number \_\_\_\_\_

Expiration date: Month \_\_\_\_\_ Year \_\_\_\_\_

Credit card billing address including zip code \_\_\_\_\_

\_\_\_\_\_ Three digit credit card code number at the back of your credit card \_\_\_\_\_

Company credit card code number if any \_\_\_\_\_

Billing Telephone # \_\_\_\_\_

Day time Telephone # \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

### SHIPPING INSTRUCTION:

Please note that it is always best to send your document to the following Fed Ex hold location address using only Fed Ex Priority overnight service:

**Attention: Sam Carlo A-1  
Passport & Visa Express  
1012 14<sup>th</sup> St. NW. Suite 630  
Washington, DC. 20005  
(202) 639-1500**

Sending your documents via Fed Ex will speed up the processing of your paperwork.

**IT IS ALWAYS BEST CALL OUR OFFICE PRIOR TO SEINDING YOUR DOCUMENTS.**