



Passport and Visa SUBMISSION FORM

TRAVELER INFORMATION

DATE: ____/____/____

Date passport must be back in your possession: ____/____/____
mm dd yyyy

Green Card Holder: Y N

Date of next International trip: ____/____/____
mm dd yyyy

Rush: Y N

Name: _____ Email: _____

Contact Name: _____ Phone: _____ Fax: _____

RETURN DOCUMENTS TO THIS ADDRESS

Name: _____ Company: _____

Street: _____ City: _____ State: _____ Zip: _____
NO PO BOX

Tel #: _____ The address listed above is Residential: Business:

I Authorize Delivery w/o / with Signature: Name (print) _____ Signature: _____

SERVICE REQUESTED (Passport service only) Same Day: Three Day: Five Day:

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering.

Passport: First Time: Renew: Damaged: 2nd Passport:

Visas:	Tourist	Business	Transit	No. of Entries
Country #1: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country #2: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country #3: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

I understand that any visa request that is needed in five business days or less OR any passport request that is needed in ten business days or less will be assessed a rush or emergency surcharge.

PAYMENT METHOD FOR APPLICABLE FEES:

American Express: MasterCard: Visa: Money Order: **No Personal Checks**

I hereby authorize Atlas Visa Services, Inc. to charge the cost of its professional visa and passport services to the following credit card, I agree to pay this amount to my credit card company.

Name on Card: _____ CVV: _____

Card Number: _____ Expiration Date: ____/____/____
mm yy Signature: _____

DISCLAIMER

Atlas Visa Services will not be held liable for any events beyond our control that will delay the issuance of the applicant's visa due to a consulate delay or overnight shipping delay by a third party. Atlas Visa's service fees and the consular's fees; will not be refunded in the event that the visa is denied or delayed. Please keep in mind, when dealing with foreign governments, notification of changes and protocol may change at little or no notice.

MAIL TO: Atlas Visa Services, 1751 Clarendon Blvd, Arlington, VA, 22209 Tel: +1 703-418-0800