



## 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  \$7.00 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:

<b>Visas:</b>	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: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ 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 passport or visa due to a delay at a consulate, embassy or US State Department or overnight shipping delay by a third party. Atlas Visa's service fees and the consular's fees are based upon the request submitted, and will not be refunded in the event that the passport or visa is denied, delayed or an alternate visa or passport is approved by the issuing agency. 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**