

**PASSPORTS PLUS, INC**

5177 Richmond Ave, Suite 675, Houston, TX 77056

Toll Free: (888) 821-8472 ? Tel: (713) 821-0144 ? Fax: (713) 821-0145 ? Web: www.passportsplus.com

**PASSPORT PROCESSING ORDER FORM**

DEPARTURE DATE: \_\_\_\_\_ NEED BY DATE: \_\_\_\_\_

Visa needed? YES NO. If yes, what country? \_\_\_\_\_

**APPLICANT'S INFORMATION:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Contact Phone Number if there is problem with application:**

**PASSPORT FEE:**

\$170.00 – Passport Renewal  
\$200.00 – Passport Renewal & Passport Card  
\$142.00 – Adding Visa Pages  
First Time Passport (Passport fee sealed in envelope by acceptance agent.)  
Passport Replacement (Passport fee sealed in envelope by acceptance agent.)

**SERVICE FEE:**

\$45.00 – 15 Business Day Processing  
\$85.00 – 10 Business Day Processing  
\$125.00 – 5 Business Day Processing  
  
\$175.00 – 24 Hour Processing Date Reserved: \_\_\_\_\_  
Reservation required. Please fax this order form to (713) 821-0145. Application must be received at our office by 8:00am. We recommend FedEx First Overnight or UPS Early AM Delivery. Package must be marked "No Signature Required".  
No show order is subject to a charge of the full service fee.  
  
\$45.00 – Service Fee for Passport Card (applying along with Passport Renewal)  
\$45.00 – Service Fee for Passport Card (applying along with New Passport)

**SHIPPING FEE:**

\$23.00 – FedEx 1 to 3 passports  
\$28.00 – FedEx 4 to 6 passports or overweight package  
\$35.00 – FedEx to Alaska, Hawaii and Puerto Rico, or Saturday Delivery  
\$0.00 – Prepaid air bill enclosed

**Total Fee:**

**SHIPPING ADDRESS:**

Company Name (if applicable): \_\_\_\_\_  
  
Street (No P.O. Box): \_\_\_\_\_ Suite/Apt #: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
  
Attention: \_\_\_\_\_ Signature Required? YES NO  
  
Phone No: \_\_\_\_\_

**PAYMENT METHOD:**

Credit Card Type\*: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
  
Credit Cardholder: \_\_\_\_\_ CVV # (For American Express or Discover only): \_\_\_\_\_

**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Money order, personal or company check\*\* – Payable to "PASSPORTS PLUS, INC"

**IMPORTANT NOTES:**

\* Credit card payment is subject to a 3% or \$3 charge, whichever is greater.  
\*\* Personal or company check will not be accepted for 24 hour processing.  
  
Terms and conditions are listed on [www.passportsplus.com/disclaimer.html](http://www.passportsplus.com/disclaimer.html). Requirements and fees are subject to change without prior notice, and all fees are non-refundable. Passport Services reserve the right to prioritize the processing according to the departure date.