

**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 site: www.passportsplus.com

**PASSPORT PROCESSING ORDER FORM**

I. DEPARTURE DATE: \_\_\_\_\_ II. NEED BY DATE: \_\_\_\_\_

III. FULL NAME OF APPLICANT:

FIRST NAME MIDDLE NAME LAST NAME DATE OF BIRTH

\_\_\_\_\_

IV. SERVICE REQUESTED (Government fees are non-refundable):

Passport Renewal \$135.00 Adding Pages \$60.00 Passport Card \$20  
1<sup>st</sup> Time/Replace Passport Book/Passport Card (Passport agency fee in sealed envelope)

Need Visa? Yes No If yes, which country: \_\_\_\_\_

V. PROCESSING TIME AND SERVICE FEE (All fees are non-refundable):

24 Hour Processing\*\*: \$175.00 Reserved for: \_\_\_\_\_ (Date)

\*\* For 24 hour processing, please fax us this order form to reserve a spot. Application must be sent via FedEx First Overnight or UPS Early AM Delivery, and must be marked "Signature Released" on package. Application that is not received at our office by 8:00am on the date reserved is subject to a charge of the full service fee.\*\*

5 Business Days: \$125.00 10 Business Days: \$85.00 15 Business Days: \$45.00  
Service fee for Passport Card: \$45.00

Return Federal Express: \$ \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_

\$23.00: FedEx for up to three passports  
\$28.00: FedEx for four to six passports or overweight package  
\$35.00: FedEx to Alaska, Hawaii and Puerto Rico, or Saturday Delivery

VI. SHIPPING ADDRESS AND PHONE NUMBER:

Please provide the exact address where you want your completed passport to be Federal Expressed to. Incorrect address will impose a reroute fee of \$20.00. **Federal Express will not deliver to a P.O. Box.**

Company Name (if applicable): \_\_\_\_\_

Shipping Address: Street \_\_\_\_\_ Suite/Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attn: \_\_\_\_\_ Signature Required? YES NO

Contact Phone No: ( ) \_\_\_\_\_

VII. PAYMENT INFORMATION (No check will be accepted for 24 hour processing):

We accept Visa, MasterCard, American Express and Discover. We also accept money orders, company and personal checks payable in U.S. dollars only and made out to "Passports Plus, Inc".

Card Type\*: Visa MasterCard American Express Discover

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder (as it appears on card): \_\_\_\_\_ Security Code: \_\_\_\_\_

\* Credit card payment is subject to a 3% or \$3 charge, whichever is greater.

I have read and agreed to the terms and conditions listed on [www.passportsplus.com/disclaimer.html](http://www.passportsplus.com/disclaimer.html). I understand that requirements and fees are subject to change without prior notice, and all fees are non-refundable. I understand that Passport Services reserve the right to prioritize the processing according to the departure date.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date