



**Important Travel Dates (These dates determine processing times and fees)**

Today's Date:  Date Passport must be back in your hands:  Date of Departure from U.S.:

**Traveler Information**

Full Name (Exactly as printed in your Passport)  Primary Phone # (example:5124695909)  E-mail   
Date of Birth:  Secondary Phone # (example:5124695909)

**Billing Address & Permanent Address:**

Street Address  City  Zip Code

**Contact Information (if different than applicant)**

Contact Name:  Contact Phone # (example:5124695909)  E-mail Address:

**U.S. Passport Service & Passport Type**

10 - 14 Business Days \$75 + Gov. Fee + Shipping  First Time (Adult)  Renewal  Add Pages  
 6 - 9 Business Days \$100.00 + Gov. Fee + Shipping  Lost/Stolen  Name Change  Secondary Passport  
 2 - 5 Business Days \$200 + Gov. Fee + Shipping  Minor (under 16) **Passport Cards**  
 24 hours \$300 + Gov. Fee + Shipping \* Requires reservation & Fed-Ex "First" overnight shipment. \*(contact TPAVC if interested in both a Passport Book & Passport Card.)

**IMPORTANT: Please contact TPAVC PRIOR to sending overnight shipments.**  Passport Card & Passport Book  
 Passport Card (ONLY)

**Travel Visa Service**

Select Country of Destination Visa Type (example:Business, Tourism, Student, etc.) Duration of Stay(1m/3m/1yr/5yr/etc.) # of entries(single/double/mult.)  
Country      
Country      
Country

**Document Return Shipping Instructions (if different than above)**

Company Name or Individual Name   Check if Billing & Shipping Address is Same  
Street   
City  State  Zip Code   
**An Order Receipt is created for all orders placed with TPAVC. You will receive your Order Receipt at time of service. All services are paid in full at time of order.**  
**Overnight shipping fee is \$30.00. This fee may vary for residential deliveries or out of jurisdiction processing.**  
**Choose One:**  
 Delivery without Signature  Signature Required for Delivery. An addtl \$5 applies for this service  
P.O. Boxes for shipping are not allowed.

**Payment Method**

Credit Card#   AMEX  Discover  MasterCard  Visa  Money Order  Check  
Signature  Exp.Date (mm/yy)  Security Code:

# DISCLAIMER

The Passport & Visa Company (TPAVC) is a professional and secure expediting service for obtaining international travel documents with over 20 years experience. Our customer ratings are exemplary for quality and service. TPAVC is a registered agent with the U.S. Department of State - Passport Agencies throughout the United States, as well as, a registered agent with foreign government Consulates and Embassies.

While we exhaust every effort to obtain your international travel documents to meet your scheduled departure date, occasional and unavoidable delays may occur outside of our control potentially impacting the processing of your travel documents.

The Passport & Visa Company is forthcoming on potential risks associated to expediting any travel document and does not solely rely on our customers to read the disclaimer. Should you have any questions regarding the expediting of your travel documents, our agents are prepared to discuss them and present options as it pertains to your specific situation 888.551.0019. The following are examples of unavoidable delays but not limited to nor exclusive examples;

*Passport Agency: equipment disruptions or failures, application hold, additional information request, improper or inadequate documentation etc.*

*Unexpected or Unannounced Closures of: Passport Agencies, Consulates, Embassies or government departments.*

*Overnight shipping companies: Inclement weather or mechanical failures with overnight shipping services such as; Federal Express UPS, DHL etc.*

*Consulate or Embassy: staffing shortages, technical failures of web sites, visa issuance supply or equipment, authorization delays from officials or foreign ministries, change of jurisdiction responsibilities, unannounced process or procedures etc.*

Also, while we work extensively to keep the information on our web site current the information as it pertains to requirements, fees, forms and processing times are subject to change without notice. Government agencies such as the U.S. Department of State - Passport Agencies, Consulates and Embassies reserve the right to reject an applicants application and or reject the issuance of a travel document for various reasons such as; incomplete forms, incorrect information, improper photographs etc. TPAVC will work diligently with the applicant and governing agency to rectify and or fulfill the request. However, if requirements are not met to the satisfaction of the governing official, both the government fees and TPAVC fees are non-refundable.

The Passport & Visa Company (TPAVC) is not responsible for package shipments once provided to overnight or delivery services such as; Federal Express, UPS, DHL, and courier services etc.