

INTERNATIONAL VISA SERVICE20365 Exchange Street, Suite 250
Ashburn VA 20147

Tel: 703-726-0300 E-mail: cs@ivsvc.com

**IVS Order Form**

Applicant Information		
Traveler One (1):		
First Name:	Last Name:	M.I.:
Traveler Two (2):		
First Name:	Last Name:	M.I.:
Traveler Three (3):		
First Name:	Last Name:	M.I.:

Services Requested (check all that apply)					
US Passport Services:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> 2 nd Passport	<input type="checkbox"/> Name Change	<input type="checkbox"/> Lost
Visa Services:	<input type="checkbox"/> Tourist	<input type="checkbox"/> Business	<input type="checkbox"/> Employment	<input type="checkbox"/> Residence	<input type="checkbox"/> Family Visit
Type of Visa (entries):	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Multiple	<input type="checkbox"/> Not Sure	
Country/Countries:			Processing Speed Requested:		
Date of Departure from USA:			Date Needed in Your Hands:		

Additional Services		
Trip Registration	<input type="checkbox"/> YES <input type="checkbox"/> No	Fee: \$15 (covers US Embassy registration for your entire trip for countries specified above).
Passport Protection	<input type="checkbox"/> YES <input type="checkbox"/> No	Fee: \$25 (covers lost/stolen/damaged passport replacement up to 3 years from the date of issue. Does not include government, post office and shipping fees).
Passport Card	<input type="checkbox"/> YES <input type="checkbox"/> No	Fee: \$75 (for land & sea border crossings with Mexico, Bermuda, Canada & Caribbean. Validity: 10yr. Ships separately by reg. mail in 2-3 weeks. Gov't fee not included. Must be applied together with passport).

Shipping Information (where to ship your paperwork back)			
Shipping Method:	<input type="checkbox"/> FedEx Overnight	<input type="checkbox"/> FedEx 2 Day	<input type="checkbox"/> Use My Label/FedEx Account #:
Shipping Address: (no PO BOX)	Company:	Name:	
	Street Address:		
	City:	State:	Zip Code:
	E-mail:	Phone Number:	

Contact Information (for questions, status updates, additional requests, etc)		
Name:		Relationship to Applicant:
Phone #:		E-mail:

Payment Information					
Form of Payment	<input type="checkbox"/> Check (company or personal)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Credit Card Info:	Card Number:	Exp. Date:			
	Cardholder's Name:				
	Billing Address:				
Authorization to Charge:	Signature:	Date:	Amount: \$		

Please send all required documents for processing to the address above. Service and embassy fees are non-refundable and are subject to change without notice. IVS is not responsible for any policy changes at the Passport Agency or any of the Embassies as well as delays, damages or loss of documents resulting from the actions of the Passport Agency, any Embassies, FedEx or postal services. By sending this order form, you agree to receive occasional e-mails from IVS with important updates and announcements.

IN:

OUT: