



COVER LETTER

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This form is to advise Ambassador Passport and Visa Services of the type of service you are requesting, the departure date of your trip, and the return address for mailing the completed documents. In order to properly process your requested service, please include this form with your Passport / Visa application request.

Name of Applicant **Company Name (Optional)**

Telephone **E-Mail Address**

Address **City** **State** **ZIP**

PASSPORT SERVICES REQUESTED (Skip if requesting a Visa only)

First Time Passport Lost Passport Passport Amendment Passport Renewal Passport Card 2nd Valid Passport

Processing Time Regular Express Rush Ultra Rush Same Day

VISA PROCESSING REQUESTED (Skip if requesting a Passport Only)

Name of Country Single Entry Double Entry Multiple Entry Other

Name of Country Single Entry Double Entry Multiple Entry Other

TRAVEL DATE **DATE DOCUMENTS ARE NEEDED**

Processing Time Regular Express Rush Ultra Rush Same Day

OTHER DOCUMENT SERVICES (Skip if not requiring)

Concierge Service Pre-Check Service Digital Photo Service

PAYMENT METHOD AmEx VISA MasterCard Check Money Order

Cardholder's Name **Card Number**

Expiration Date **CVC Code**

Billing Address

I _____ hereby authorize Ambassador Passport and Visa Services to charge the cost of services rendered to the above credit card.

RETURN METHOD

FedEx Overnight FedEx 2nd Day Air FedEx Saturday Delivery Will Call Other

Name of Applicant **Company Name (Optional)**

Telephone **City** **State** **ZIP**

Address **E-Mail Address**

Statement of Non-Liability: Ambassador Passport and Visa Services, Inc. is not responsible for mistakes, delays, or decisions by the U.S. Government, passport offices, consulates, embassies, travel agencies, courier services, foreign governments, various records departments, as well as uncontrollable events such as force majeure and acts of God. I understand that the passport office or visa office or any of the above agencies can delay or deny passports, visas or birth certificates. Ambassador Passport and Visa Services, Inc. will not be held liable for any financial loss occurred by delay in the process. Regardless of the result, Ambassador Passport and Visa Services can collect its fees, once the service has been conducted. By submitting this application, you agree to these terms.