

# VISA NETWORK ORDER FORM

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Website: [www.visanetwork.com](http://www.visanetwork.com)

**DISCLAIMER:** VISA NETWORK ASSUMES NO RESPONSIBILITY FOR DAMAGE/ LOSS OR DELAY OF PASSPORT AND VISA DOCUMENTS OCCASIONED BY EMBASSY/CONSULAR OFFICE, GOVERNMENT OFFICE, POSTAL AND COURIER SERVICE, DELIVERY SERVICE OR TRAVEL AGENCY. ANY PAYMENT MADE BY VISA NETWORK ON BEHALF OF APPLICANT TO ANY CONSULATE OR PASSPORT AGENCY IS NON-REFUNDABLE; REGARDLESS OF ACCEPTANCE OR REJECTION OF APPLICATION AS SOME CONSULATES DO NOT ISSUE REFUNDS UNDER ANY CIRCUMSTANCE.

## Admin/traveler's contact information: (in case Visa Network needs to contact you)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Return Delivery Instructions:

FEDEX Account #: \_\_\_\_\_ or pre-paid return air bill (*shipping fee will be charged if not provided*)

\* **Company's name/address:** \_\_\_\_\_ Mailstop: \_\_\_\_\_

\* **Home address:** \_\_\_\_\_

Please check (*important*): signature required {\_\_\_} OR No signature required {\_\_\_} upon delivery of package.

**Other, please specify:** \_\_\_\_\_

\* *Special Instruction (if any):* \_\_\_\_\_

## Traveler's information:

**Leaving the USA on:** \_\_\_\_\_ **Passport/Visa must be returned to me by:** \_\_\_\_\_

Name: \_\_\_\_\_ Passport Nationality: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment method: (*There will be an additional 3.3% credit card fee added to the total amount if paying by credit card.*)

**Credit Card No.:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_

*I authorize Visa Network to charge my credit card for payment of passport/visa services and all courier services.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

PO/ Cost Center Number- (*only if applicable*): \_\_\_\_\_

Other, please specify: \_\_\_\_\_

## Service Requested: (*please do not forget to send us your actual passport!*):

**U.S. Passport Process:** (San Francisco Passport Agency allows Visa Network to submit "Expedited Process" requests only)

**1st Time Applicant (DS-11)**  **US Passport Renewal (DS-82)**  **2<sup>nd</sup> US Passport Request/Renewal (DS-82)**

\***Visa(s)** (*Name of country you are applying for*): \_\_\_\_\_

Number of Entry (*please check*):  Single  Double  Multiple

\* **For Russian Visa ONLY**- please provide Application ID No: \_\_\_\_\_ Password \_\_\_\_\_

## Please choose type of process:

Standard:  U.S. Passport request only: 2-3 business weeks

Visa Request: 10 business days

(*Please refer to our website to check if the country you are applying for takes longer than 10 business days*)

Additional Rush: (*Note: additional surcharge fee applies per rush process request and per applicant*)

**\*\*Emergency/24hrs to 48 hrs**  3 to 5 Business days  6 to 8 Business days

**\*\*For 24 hours emergency passport and visa service, please call Visa Network at 415 693-0330 to check if it is available for your request, NOT all Visa requests can be rushed.**

**\*\*\*Important:** An itinerary **must** be enclosed with your passport and complete travel documents **for all rush and emergency services.**