

**ORDER FORM**

870 Market St. Suite 888
San Francisco, CA. 94102
Phone: (415) 693-0330
www.visanetwork.com

Disclaimer: Visa Network assumes no responsibility for damage, loss, or delay of passport and visa documents caused by embassy/consular office, government office, postal, or courier service 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.

Contact Information: in case Visa Network needs to contact you regarding your documents

Name: _____	Phone: _____	Email: _____
Traveler's Name (as in passport):		Passport Nationality:
My next International trip is on (DD/MM/YY):		Passport must be returned to me by (DD/MM/YY):

Return Delivery Instructions: Select an option from the box below

☐ Fed Ex Account #: _____ ☐ Pre-paid shipping label provided ☐ Charge me for shipping ☐ Pick up at Visa Network

Ship To My: Exception - the Indian Visa Center will ship directly to the applicant's home address once the visa/passport is ready for return delivery.

<input type="checkbox"/> Company	Attn: _____	Phone: _____	for HOME delivery, please check: <input type="checkbox"/> Signature Required <input type="checkbox"/> No Signature Required
	Address: _____		
<input type="checkbox"/> Home	_____		
<input type="checkbox"/> Other/Special instructions (if any): _____			

Payment Method: A final hard copy of the invoice will usually be included in the return envelope with the applicant's passport.

☐ **Credit Card No.:** _____ - _____ - _____ **Exp. Date (MM/YY):** ____ / ____ **Security Code:** _____

I authorize Visa Network to charge my credit card for payment of passport/visa services and for applicable courier services. I understand there will be an additional 3.5% credit card processing fee added to the total amount.

Signature: _____ Date: _____

☐ Email 2nd copy of invoice to: _____

☐ **PO/ Cost Center Number** (only if Visa Network has direct billing with your company): _____

☐ **Personal Check** (payable to Visa Network): \$ _____ ☐ **other**, please specify: _____

Service Requested: Please send your actual passport! You may request more than one service in one package; we will process accordingly.

☐ **U.S. Passport Process:** (San Francisco Passport Agency only accepts "Expedited" applications)

- ☐ 1st Time US Passport Applicant (DS-11)
- ☐ **With** Lost, damaged, or stolen passport (DS-64)
- ☐ US Passport Renewal (DS-82)
- ☐ 2nd Limited US Passport Request/Renewal (DS-82)

Please select standard process or rush process:

- ☐ **Standard Process:** 4-6 Weeks
- ☐ **Rush Process:** additional surcharge rush fees will apply
 - ☐ **** 3-4 weeks**, please call us.
 - ☐ **** 48hrs**, please call us.

☐ **Visa(s):** Name of country and number of entries desired:

1. _____ Number of Entries: _____
2. _____ Number of Entries: _____
3. _____ Number of Entries: _____

For Russian Visa - Application Password: _____

Please select standard process or rush process:

- ☐ **Standard Process:** 10 Business days
- ☐ ***Rush Process:** additional surcharge rush fees will apply
 - ☐ **** 24hrs to 48 hrs**, please call us.
 - ☐ 3 to 5 Business days
 - ☐ 6 to 8 Business days

☐ **Other Service** (if

***Certain visa requests CANNOT be rushed;** please check the appropriate visa requirements section on our website.

****For emergency requests, please call Visa Network at (415)693-0330 before shipping your documents to our office.**