

**ORDER FORM**

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 Phone: (415) 693-0330
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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:☐ **Company****Attn:** _____ **Phone:** _____**Address:** _____☐ **Home**for **HOME** delivery, please check:☐ Signature Required☐ No Signature Required☐ **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☐ **** 48hrs**, please call us.☐ 5 to 7 Business days☐ 2 to 3 Weeks☐ **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 any): _____***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.**