



# COVER LETTER

Ambassador Passport and Visa Services, Inc.,  
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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  Mutiple Entry  Other

**Name of Country**   Single Entry  Double Entry  Mutiple 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.