



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.

Full Name of Applicant

Name of Company

Telephone Address

BRITISH PASSPORT SERVICES REQUESTED (Skip if requesting Visa Only)

Processing Time Regular Rush

VISA PROCESSING (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

Name of Country Single Entry Double Entry Multiple Entry Other

Processing Time Regular Express Rush Ultra Rush

TRAVEL DATE DATE DOCUMENTS ARE NEEDED

I understand that any request that is needed in less than five business days will be assessed a rushed processing surcharge.

PAYMENT METHODS 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 METHODS FedEx Overnight FedEx 2nd Day Air FedEx Saturday Delivery Will Call Other _____

Full Name Company Name (Optional)

Address City State ZIP

Telephone 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.