



COVER LETTER

Ambassador Passport and Visa Services, Inc.,
2811 Wilshire Blvd., Suite 720, Santa Monica, CA 90403
Tel: (310) 828-7878 • Fax: (310) 828-7474
AmbassadorPassportandVisa.com
info@ambpv.com

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)
Address: City: State: Zip:
Telephone: Email Address:

PASSPORT SERVICE REQUESTED (Skip this step if requiring a Visa only)

First Time Passport Lost Passport Passport Amendment Passport Renewal Additional Passport Pages Other

Processing Time Regular Express Rush Ultra Rush Same Day

VISA PROCESSING REQUESTED (Skip this if requiring 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:**

* PLEASE NOTE, THE DAY THE DOCUMENTS ARE RECEIVED IS NOT INCLUDED IN THE PROCESSING TIME *

PAYMENT METHOD American Express 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 BY

Overnight 2nd day air Saturday delivery Will Call Other _____

Return Address:

Full Name: Company Name (optional)
Address: City: State: Zip:
Telephone: Email 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 agents, 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.