



**ORDER FORM**  
 870 Market St. Suite 888  
 San Francisco, CA. 94102  
 Phone: (415) 693-0330  
[www.visanetwork.com](http://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  <input type="checkbox"/> Home	Attn: _____ Phone: _____ Address: _____	for HOME delivery, please check: <input type="checkbox"/> Signature Required <input type="checkbox"/> 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 2<sup>nd</sup> 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)  
 2<sup>nd</sup> 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
 

- \*\*6-8 Business Days, 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** (Special Requests)

**\*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.**