



**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:** 2-3 Weeks

**Rush Process:** additional surcharge rush fees will apply

- \*\* 5-7 business days.
- \*\* 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** (if \_\_\_\_\_)

**\*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.**