



ORDER FORM
 870 Market St. Suite 888
 San Francisco, CA. 94102
 Phone: (415) 693-0330
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 2nd 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)
- 2nd 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
 - ** 3-5 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.**