



ABC Visa and Passport Services
 3321 Saint James Place
 Falls Church, VA 22042
 Toll Free: 877-729-4715
 Fax: 202-299-9244

Email: support@abc1visa.com

ABC VISA & PASSPORT SERVICES REQUEST SHEET

Please fill out this form and send a copy to ABC VISA AND PASSPORT SERVICES.
 The accurate completion of this form will help us secure your passport in the timeliest manner.

COMPANY INFORMATION		APPLICANT'S INFORMATION	
Company Name:		Applicant's Full Name:	
Contact (Requested by):		Date of Birth: / /	
Phone: () -	Request Date: / /	Needed by Date : / /	
Email:		Country of Birth:	
CHECK ALL THAT APPLY:			
FIRST TIME (Form DS-11) <input type="checkbox"/>	RENEWAL (Form DS-82) <input type="checkbox"/>	AMENDMENT (Form DS-4085) <input type="checkbox"/>	CONSULAR VITAL RECORD
IT MUST BE INSIDE THE ENVELOPE SEALED IN FRONT OF THE POST OFFICE CLERCK			<input type="checkbox"/> SEARCH REQUEST
TYPE OF SERVICE			Add Passport Card _____ Make sure that this option is also selected on your passport application form.
24 Hours _____	Rush (3-5 Business Days) _____	Regular (6-10 Business Days) _____	
METHOD OF PAYMENT *** ALL CREDIT CARD CHARGES ARE SUBJECT TO 4% CREDIT CARD CONVENIENCE FEE**			
Direct Bill #	Full Name (as shown on credit card)		
Credit Card Type	Credit Card #	Card Code	Expiration Date _____/____/____
Credit Card Billing Address			
Address:		City	State Zip
Signature:		Please include address of this credit card.	
Check Enclosed:	Check #	Total Amount Paid:	
Processed documents to be sent back to:			
Attention:		Contact #: () -	
Address:			
City	State	Zip	
SPECIAL INSTRUCTIONS:			
ABC Visa & Passport SVCS acts as an agent and accepts no responsibility for any delays, damages, actions, inaction or loss of documents/passports by the U.S. Department of State, embassy, or any courier, delivery and postal services. Issuance of a visa or passport is a decision of the country which application is made or the U.S. Department of State. ABC Visa & Passport SVCS assumes no liability for a country's decision or the U.S. Department of State's decision or for delays encountered in processing an application.			