



**ABC VISA AND PASSPORT REQUEST FORM**

Company Information	Applicant's Information
Company Name :	Applicant's Name :
Contact (Requested by)	Passport #
Phone: (    )    -                      Ext:	Nationality
Email:	Needed by Date:                      /                      /
Request Date:                      /                      /	

**Service Required:**

ROUTINE <input type="checkbox"/>			
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Visa Processing			
Country	Business or Tourist	# of Entries into Country	Departure Date

**DOCUMENTS INCLUDED WITH APPLICATION (Check all that apply.)**

<input type="checkbox"/> Passport <input type="checkbox"/> Application(s) <input type="checkbox"/> Photo(s) <input type="checkbox"/> Itinerary <input type="checkbox"/> Company Letter	<input type="checkbox"/> Invitation <input type="checkbox"/> Embassy Fees <input type="checkbox"/> ABC Service Fees <input type="checkbox"/> Copy of Green Card <input type="checkbox"/> Letter of Authorization (For Minors) <input type="checkbox"/> Other (Specify)
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**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 (4 digits for Amex)	Expiration Date /

**Credit Card Billing Address**

Address:

City                                      State                                      Zip

Signature:                                      (Please include address of this credit card)

Checks enclosed :                      Check 1:                                      Check 2:                                      Total Amount

**Processed documents to be sent back to:**

Attention:                                      Contact #: (    )    -

Address:

City                                      State                                      Zip

IMPORTANT INFORMATION:  
 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.