

AMERICAN VISA OF DC

1801 Columbia Rd., NW #200, Washington, DC 20009

Tel: 202-462-5908 Fax: 202-387-5430

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THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC

First Time U.S. Passport

Required Documents Checklist:

- Original or state certified copy of a US birth certificate or expired U.S. Passport.
- One signed [U.S. Passport application \(DS 11\)](#) completed online and bar-coded.
- An authorization letter signed and dated.
- Copy of the flight itinerary from a travel agent/airlines or an original letter with an original signature, from the employer describing the proposed trip, if traveling on business.

Required Process Checklist:

- Take all of the documents listed above to a nearby US Post Office that is a passport acceptance agent or a County Clerk of Court's office (appointments are often required).
- After presenting these documents, when requested, sign the application and attest to the truthfulness of the information on the application and present current government issued ID (e.g. driver's license).
- The acceptance agent will collect, separately, a \$25 processing fee, and then the US Government fee. These fees are listed in the chart below as a total amount in the section "Government Fee".
- The acceptance agent will then seal everything into an envelope for security purposes. No one can open this envelope except the Department of State. Once sealed, it must be presented to the Department of State within 5 business days. The agent will return the sealed envelope to the applicant so that it may be "hand carried" by American Visa of DC.

Final Instructions Checklist:

- Place the sealed envelope, this work order form and any other notes or instructions and send to American Visa of DC
- Once the application is sealed in must be sent to AVODC immediately, as the package must be submitted to the US DOS within five business days.

Jurisdiction: Residents of all states can be processed in Washington DC.

Contact Person's Name: _____ Phone and email: _____

SHIPPING INSTRUCTIONS: Return completed process to:

Company Name (If applicable): _____ Contact Name _____
Address _____ Apt#/Mail Code _____
City _____ State _____ Zip Code _____
Phone # _____ Email Address _____

TRAVELER(S) INFORMATION:

Departure Date from U.S.A.: _____ **Need by this date:** _____ *Rush fees will be applied to meet this date if necessary

1) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____/____/____

2) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____/____/____

Processing Fees: (check one):

Processing Time:	American Visa of DC Fee:	Department of State Fee (15yrs and Under):	Department of State Fee (16 yrs & older)	Fed Ex Shipping Fee	TOTAL (Excluding Department of State Fees)
Three weeks:	\$200	\$214.53	\$244.53	\$0	\$200
Two Weeks:	\$300	\$214.53	\$244.53	\$0	\$300
One Week:	\$400	\$214.53	\$244.53	\$0	\$400
Less than One Week:	\$650	\$195.00	\$225.00	\$0	\$650

PAYMENT: (check one):

I authorize American Visa of DC to charge my credit card for payment of passport services.

Card holders' name _____ Number _____ Exp. Date: _____

Signature _____ Today's Date: _____

Check or Money Order made out to "American Visa of DC" for \$_____ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. All service fees and Embassy Fees are NON-REFUNDABLE and not dependant on the visa being issued or declined. Requirements and fees relating to this request are subject to change without notice.

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Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check **all** that apply:

- ☐ I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- ☐ I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- ☐ I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)