

Aml Passport & Visa Services

SERVICE ORDER FORM
PLEASE INCLUDE THIS FORM ALL REQUESTS
FOR PASSPORT AND VISA SERVICES

SPECIAL INSTRUCTIONS

WHAT IS THE U.S.
DEPARTURE DATE?

____ / ____ / ____
M D YY

DOCUMENTS TO BE
RETURNED BY?

____ / ____ / ____
M D YY

SHIPPING METHOD:

☐ FED EX - \$25
(WEEKDAY DELIVERY) ☐ USPS EXPRESS MAIL
☐ FED EX
(SATURDAY DELIVERY) ☐ USE ENCLOSED AIRBILL
(WITH ACCOUNT NUMBER)
☐ SIGNATURE REQUIRED ☐ WAIVE SIGNATURE

SENDER'S INFORMATION:

NAME _____

COMPANY NAME (if
applicable) ADDRESS _____
STATE ZIP _____
CITY _____
PHONE _____
EMAIL _____

RETURN DELIVERY INFORMATION:

NAME _____
COMPANY NAME (if applicable) _____
ADDRESS _____
CITY _____ STATE ZIP _____
PHONE _____
EMAIL _____

NAME OF APPLICANT(S):

PASSPORT SERVICES

☐ FIRST TIME/ NEW ☐ PAGES ☐ AMENDMENTS
(e.g. name change, etc)
☐ RENEWAL ☐ SECOND PASSPORT ☐ PASSPORT CARD

PASSPORT PROCESSING SPEED

☐ RUSH APPROXIMATELY 24hrs
BUSINESS DAYS
☐ EXPEDITE APPROXIMATELY 2 Day
BUSINESS DAYS
☐ SUPERSAVER APPROXIMATELY 3-5Day
BUSINESS DAYS

VISA SERVICES

(which countries?)

TYPE

(Tourist? Business? Transit? Work? etc.)

PROCESSING SPEED

(same day, next day, expedited, or regular)

NUMBER OF ENTRIES

(single, double, multiple)

WHICH COUNTRIES?	TYPE (Tourist? Business? Transit? Work? etc.)	PROCESSING SPEED (same day, next day, expedited, or regular)	NUMBER OF ENTRIES (single, double, multiple)

PAYMENT DETAILS

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER ☐ CHECK / M.O.
CARD NUMBER _____ EXPIRATION _____ SECURITY CODE _____ NUMBER _____
AMOUNT \$ _____
NAME OF CARDHOLDER _____
☐ IF TOTAL FEE IS UNKNOWN, OR UNDETERMINED, CHECK THIS BOX TO BE CHARGED
THE CORRECT FEES UPON COMPLETION OF PROCESSING. A DETAILED, ITEMIZED
RECEIPT WILL BE PROVIDED WHEN YOUR DOCUMENTS ARE RETURNED

BY SIGNING THIS FORM, I HEREBY AUTHORIZED AML PASSPORT & VISA TO CHARGE THE AMOUNT
REFLECTED ABOVE, AND FOR ANY ADDITIONAL CHARGES, I OR MY AGENT WILL BE INFORMED FOR
THE NECESSARY COMPLETION OF PASSPORT, VISA AND DOCUMENT AUTHENTICATION PROCESSING.
A CUSTOMER CHARGE SLIP AND RECEIPT WILL BE ISSUED FOR THE ABOVE SERVICE(S).

NOTE: A 3% SURCHARGE WILL BE ADDED TO EMBASSY AND PASSPORT FEES OF A \$100 OR MORE IF
USING A PERSONAL CARD. A 5% SURCHARGE OF THE TOTAL WILL BE ASSESSED IF USING A
CORPORATE CARD. PLEASE PROVIDE SUPPORTING DOCUMENT IF YOU ARE TAX-EXEMPT.

CARDHOLDER SIGNATURE

DATE

ALL DOCUMENTS SHOULD BE SENT TO:

Aml Passport & Visa Services

1441 Broadway 6th Floor

New York, NY 10018

929-251-8277

FED EX, UPS, DHL, OR US POSTAL OVERNIGHT DELIVERY
SERVICES ARE RECOMMENDED FOR SENDING PASSPORTS
AND OTHER IMPORTANT DOCUMENTS