



USAID Visa and Passport Office
Classified Visa and Passport Services
 1300 Pennsylvania Avenue N.W.
 Room C1-7
 Washington, D.C. 20523
 Tel # 202.842.8617 / 202.842.8618
 Fax # 202.842.8619

www.classifiedvps.com

Visa / Passport Order Form

Received by: _____
 Processed by: _____
 Released by: _____

Date passport must be back in your possession: ____ / ____ / ____
 mm dd yyyy

Traveler/Employee: _____ Traveler's Date of Birth: ____ / ____ / ____
 mm dd yyyy

Traveler: _____ Traveler: _____ Traveler: _____

Phone (Office): _____ Phone (mobile): _____ E-mail: _____

Bureau: _____ Position Title: _____ Federal Pay Grade: _____

Passport Number: _____ Date of Issue: ____ / ____ / ____ Valid Until: ____ / ____ / ____

Purpose of Trip: _____

Name of Person Requesting This Order: _____ Phone: _____
 (If different from Traveler)

Email Address: _____

Application for Passport Services only:

Passport Type Request: Diplomatic Official Personal Others: _____
 Regular Service Expedited Service

Application for Visa Services only:*

Actual US Departure Date: ____ / ____ / ____
 mm dd yyyy

Country	Entry / Exit Dates:	Official Travel:	Entry Single / Multiple	Kind of Service Regular / Expedited
Country 1 : _____	From: ____ / ____ / ____ To: ____ / ____ / ____ mm dd yyyy mm dd yyyy	<input type="checkbox"/>	_____	_____
Country 2 : _____	From: ____ / ____ / ____ To: ____ / ____ / ____ mm dd yyyy mm dd yyyy	<input type="checkbox"/>	_____	_____
Country 3 : _____	From: ____ / ____ / ____ To: ____ / ____ / ____ mm dd yyyy mm dd yyyy	<input type="checkbox"/>	_____	_____

2 Photos for \$12

Terms: By using Classified VPS you are authorizing the company to handle your personal information and your Passport, and to hand over passports and information to a foreign embassy in US for the purpose of acquiring a Visa. Classified VPS is not responsible for the safety and security of your Passport once the Passport has entered the diplomatic grounds. Classified VPS cannot and does not guarantee a Visa will be issued by a diplomatic office as this is the sole prerogative of the foreign government.

Payment Method:

USAID TA: American Express: Diners Club: Master Card: Visa:

Name on Card: _____

Card Number: _____ Expiration Date: ____ / ____ / ____
 mm yy Zip Code

Signature: _____ Date: _____

Classified VPS will automatically charge the credit card on file / TA
Two days after email notification.
Multiple Stops /Follow-Up (After 2 attempts) are subject to additional fee.
*** Regular Passport is subject to Consular Fees**