



# U.S. Passport - Add Pages

## Visa Requirements:

- Current U.S. Passport
- One signed [US Passport application \(DS 4085\)](#) completed online and bar-coded.
- An authorization letter signed and dated (*See attached*)
- Copy of flight itinerary from the travel agent or a letter from employer describing proposed trip, if traveling on business.
- American Visa of DC Work Order Form (*See attached*)
- **FOR EMERGENCY REQUESTS: PACKAGES MUST BE SENT USING FEDEX FIRST OR UPS EARLY A.M. FAX A COPY OF APPLICATION AND WORK ORDER.**

## Processing Fees:

Processing Time:	American Visa of DC Fee	US Government Fee	Fed Ex Shipping Fee	TOTAL
8 - 14 Business Days :	\$60	\$142	\$30	\$232
4 - 7 Business Days :	\$75	\$142	\$30	\$247
3 Business Days :	\$125	\$142	\$30	\$297
48 Hours:	\$150	\$142	\$30	\$322
24 Hours:	\$175	\$142	\$30	\$347
<b>EMERGENCY SAME DAY:</b>	<b>\$225</b>	<b>\$142</b>	<b>\$30</b>	<b>\$397</b>

## Jurisdiction:

- Residents of all states can be processed in Washington DC.

## Payment Options:

- Payment may be made by personal or company check, money order or by credit card (American Express, Master Card, Visa or Discover).

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1801 Columbia Rd, NW #205, Washington, DC 20009

Tel: 2020-462-5908 Fax: 202-387-5430

Email: [info@americanvisadc.com](mailto:info@americanvisadc.com)

[www.americanvisadc.com](http://www.americanvisadc.com)

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# AMERICAN VISA OF DC

1801 Columbia Road, NW #205, Washington DC 20009

Phone: (202) 462-5908 Fax: (202) 387-5430

[www.americanvisadc.com](http://www.americanvisadc.com)

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

Contact Person's Name: \_\_\_\_\_ Phone and email: \_\_\_\_\_

**SHIPPING INSTRUCTIONS:** *Return completed process to (please check option and provide return address):*

**BUSINESS:** Company Name: \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Apt#/Mail Code \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Home:** Special Instructions (if any): \_\_\_\_\_  
Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email address: \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

## TRAVELER(S) INFORMATION:

**Departure Date from U.S.A.:** \_\_\_\_\_ **Must Receive 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 \_\_\_/\_\_\_/\_\_\_

**VISA PROCESSING – Name of country(s) to be visited:** \_\_\_\_\_

**Number of Entries:** (please check)  Single  Double  Multiple (Multiple entries may not be applicable to all countries)

**Type of Service requested:**  Regular  Rush  Same day

(All types of services may not be available for every country. Please call or email us for details)

**U.S. PASSPORT PROCESSING:**  1st Time (DS-11)  Renewal (DS-82)  Add Pages (DS-4085)  
 2<sup>nd</sup> Passport  Passport Card  Other \_\_\_\_\_

**Type of Service requested:**

Regular (8 to 14 days)  Rush (5 to 7 days)  Three Day  Two Day  Next Day

SAME DAY (Please call or email us for special instructions before sending).

## PAYMENT: (check one)

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

Credit Card holders' name \_\_\_\_\_ Number \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

My company has a prearranged billing agreement. Please invoice all charges to:

Same as shipping above.

Address below:

Business Name \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ Apt#/Mail Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

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. Requirements and fees relating to this request are subject to change without notice. See our website or call for the latest fees and requirement details



U.S. PASSPORT OFFICE  
WASHINGTON, D.C.

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, HEREBY AUTHORIZE AMERICAN VISA OF DC  
TO PROCESS AND PICKUP MY PASSPORT APPLICATION.

SINCERELY,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DOB

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DEPARTURE DATE

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