

Capitol Visa Services (Service Request Form)

2228 Decatur Pl. NW, Suite 100, Washington DC 20008 Tel: 301-384-8942 Fax: 301-879-1504 Website: capitolvisa.com

IMPORTANT: To avoid errors in type of visa and delay in processing
YOU MUST complete and return this form placed on top of your applications

Today's date _____

Name of Agency or Company sending this form _____	Work ph _____
Name of Agent or Co. Rep or Individual sending this form _____	After hrs _____
Name(s) of individual(s) requiring services: _____	Mobile ph _____
_____	Fax No. _____
_____	Email _____

Date of Departure from the US** _____
(MM/DD/YY)

Need Passport back by** _____
Expediting fees may apply. See note below** (MM/DD/YY)

Shipping Instructions: Shipping address: _____

 Phone: _____

 Ship back by Federal Express to a business address: _____ (\$25.00 weekdays), _____ \$36.00 Saturday Delivery
 Ship back by Federal Express to a residential address. No signature required : _____ \$25.00 weekdays, _____ \$36.00 Sat. Delivery.
 Ship back by Federal Express to a residential address. signature required : _____ \$27.00 weekdays, _____ \$38.00 Sat. Delivery.
 Check here if there is no morning Federal Express delivery to your address (1-800-463-3339)
 Courier service of your choice with your air bill provided (\$5.00 handling charge). Account No: _____

If payment by card (add 4%) () Visa () Mastercard () American Express Name on card _____

Card No.: _____ Exp. Date: _____ 3 digit security number _____

Billing address _____ Zip code _____

I agree with the terms and conditions of your services as outlined in the requirement sheet of the service I need. In particular I understand that part or all of Capitol Visa Service fees may be non-refundable once an application is processed and submitted to an embassy or Passport Agency regardless of denial or delay in the issuance of the visa or passport or cancellation of the service by the client. I also understand that any price quote given to me in advance of the rendered services is an estimate and that actual charges and fees may vary.

Signature of cardholder or representative Date

SERVICES REQUESTED: () passport () visa () 1 photo \$6 () 9 photos \$10 () other _____
() vinyl passport cover (protects passport from sweat /dirt) \$3 each

VISAS REQUIRED FOR (names of countries—PLEASE FILL OUT COMPLETELY):

Name of Country	Business	Tourism	Other(specify)	Single entry	Double entry***	Mult-entry***
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Additional Comments: _____

Expediting costs additional (day s means working days). Expediting fee based on Processing time for passports: same day \$120, 1day \$55, 2 days \$45, 3 days \$35, 4 to 7 days \$25 additional per person. Expediting fee based on Processing time for visas: same day \$55, 1 day \$45, 2 days \$35, 3 days \$25 extra per visa per person, \$10 extra per visa for each additional person) * Double or multiple entry visas may have a higher consular fee and may take longer to process. Apply for this type of visa only if you need it.