

Capitol Visa Services (Service Request Form)

3321 Saint James Place, Falls Church VA, 22042 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 FedEx Express 2-3 Day Express _____ (\$20-\$30, varies on location)
____ Ship back by FedEx Express Priority Overnight Delivery _____ (\$40 - \$75, varies on location)
____ Ship back by FedEx Express First AM Arrival Overnight Delivery _____ (TBD varies on location)
____ Ship back by Customer's Shipping Label (please provide your own shipping label)

If payment by card (4% Credit Card Convenience Fee applies)

Name on card _____ Card No.: _____ Exp. Date: _____
3 digit security number _____ (If AMEX 4 digit code)

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 () other _____

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:

