

PASSPORT ORDER FORM

(If you also apply for visa through us, you have to fill out a separate customer order form for visa application.
For both applications, only one return shipping fee applies.)

Applicant(s) Information

First Name _____ **Last Name** _____ **Date of Birth** _____ **Daytime Phone** _____

Email Address

(This email address will be used to notify you of receipt of your application packet. Once your passport and visa are sent back to you, a FedEx tracking number will be emailed to you. Please print your email address.)

Departure Date _____ **Date passport needed back** _____

How did you find us? Yahoo _____ Google _____ AOL _____ MSN _____ Referral _____ Others _____

Return Shipping Information

Name _____ **Phone** () _____

Company _____

Address _____

City _____ **State** _____ **Zip** _____

Deliver with signature? Yes _____ No _____ (FedEx charges additional \$3.50 if signature is required)

Services Requested

Service Type: New Passport _____ Passport Renew _____ Add Pages _____

Lost/Stolen Passport _____ Child Passport _____ Name Change _____

Processing Time (working Days): 6-8 Days _____ 3-5 Days _____ 48 Hrs _____ 24 Hrs _____

TIMELY VISA, INC.

Passport Processing Fees

Service Fee \$ _____

Return FedEx Fee \$ _____ Total Fees \$ _____ (Payable to Timely Visa, Inc.)

\$19.00: FedEx 2nd day

\$22.00: FedEx Overnight

\$28.00: FedEx to Alaska, Hawaii and Puerto Rico

\$35.00: FedEx Saturday Delivery

\$55.00: FedEx First Overnight

\$59.00: FedEx International Priority

* add additional \$3.50 if signature for FedEx package is required.

Payment Method

Personal Check _____ Company Check _____ Money Order _____ Credit Card _____

- Bounced checks are subject to \$25 penalty.

Personal Credit Card Information

Card Type VISA _____ MASTER _____ AMEX _____ DISCOVER _____

Card Number _____ Expiration Date _____

Card Holder Name _____ Signature _____

Billing Address _____

City _____ State _____ Zip Code _____

Send all required documents to the following address using a traceable courier – FedEx, UPS, DHL, Express Mail. Please use FedEx overnight only. After your package is sent, please MAKE SURE to email us the tracking number for our reference. Our email address is service@TimelyVisa.com.

Timely Visa
301 W. Valley Blvd.
Suite 203
San Gabriel, CA 91776

Toll Free: 1-800-592-5918
service@TimelyVisa.com
www.TimelyVisa.com