



**International Document Management**  
**US Passport and Visas**  
**Our Business - Your Solution**  
[www.passportdocs.com](http://www.passportdocs.com)

1701 Pennsylvania Ave. N.W. Suite 300 Washington, D.C. 20006 (202) 349-1454 - Fax (202) 349-7123 - E-mail: [info@passportdocs.com](mailto:info@passportdocs.com)

## IAG - Customer Order Form

Please fill out the Customer Order Form below and send the required documents via traceable shipping service to IAG offices in Washington, D.C. Print information clearly and fill out each box that applies to you. One IAG Customer order Form must be filled out per individual requesting some type of Passport or Visa service.

Name as it appears on passport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_ Country of Passport: \_\_\_\_\_

**FOR NON-U.S. PASSPORT HOLDERS:**  
 If you do not have a valid national passport, what travel document do you have? \_\_\_\_\_  
 Expiration Date of travel document: \_\_\_\_\_  
 Do you have a U.S. Alien Registry Card (Green Card)? YES \_\_NO\_\_ If NO, indicate U.S. Visa type: \_\_\_\_\_  
 Please list your itinerary in the order your destination countries will be visited:  
 DESTINATION COUNTRY \_\_\_\_\_ LENGTH OF STAY \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work/Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email(s): \_\_\_\_\_

**SHIPPING INFORMATION**  
**Print the information of the address where IAG can return your documents via traceable shipping services (deliveries require signature in order to be received).**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return Shipping Fee:** Please check with [www.FedEx.com](http://www.FedEx.com) for the exact amount of shipping prices. Then add the total amount with your service fees. You can also include a prepaid air bill with your credit card number or your FedEx account number. To receive your passport as soon as possible, we strongly suggest that you arrange overnight delivery service for sending your application and returning your passport. For Saturday Delivery please verify if FedEx provides this service in your local area.  
 IAG is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

**SPECIAL DELIVERY:** For Airport Delivery additional fees will apply.  
 Reagan National Airport - DCA..... \$70.00 per delivery + airline cargo fee  
 Dulles Airport - IAD..... \$120.00 per delivery + airline cargo fee  
 IAG is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

**If you are traveling with an organized tour/cruise group, print the name of the organization and program departure date:**  
 Organization name: \_\_\_\_\_ Program Departure Date: \_\_\_\_\_

**REQUESTED PASSPORT SERVICES (circle all that apply):**    **US**    **UK**    **VISA**    **OTHER:** \_\_\_\_\_  
 New Passport      Lost/Stolen Passport.      Passport Renewal      Adding Passport Pages      Passport Name Change



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**REQUESTED VISA SERVICES (circle all that apply):**

1. Visa Country: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_  
Visa Type (see Visa Requirements page): \_\_\_\_\_  
Consular Fee (see Visa Requirements page): \_\_\_\_\_ Duration of Stay: \_\_\_\_\_

2. Visa Country: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_  
Visa Type (see Visa Requirements page): \_\_\_\_\_  
Consular Fee (see Visa Requirements page): \_\_\_\_\_ Duration of Stay: \_\_\_\_\_

**PAYMENT**

Please check the form you are using to pay for **IAG** services:

\_\_\_\_\_ Corporate Check/Money Order of \$ \_\_\_\_\_ Payable to **IAG** (Inter-American Group, Inc.)

\_\_\_\_\_ Credit Card: \_\_\_\_\_ (Visa or MasterCard accepted)

Name on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

I agree that the information I've given is true and correct to the best of my knowledge

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If you are unsure of what charges you will be billed for the services required, please check here \_\_\_\_\_ so that an **IAG** representative contacts you to determine what these charges will be.

**Please send this customer order form, **IAG** authorization letter, payment if included, and all necessary legal documents to:**

**IAG – Inter-American Group, Inc.  
1701 Pennsylvania Avenue N.W. Suite 300  
Washington D.C. 20006**

For any other questions please do not hesitate to call IAG at (202) 349-1454 or E-mail: [info@passportdocs.com](mailto:info@passportdocs.com)

**NOTE:** Embassies/Consulates, UK or US Passport Agency officials may request additional documentation at their discretion and in declining issuance of travel documents may not in some instances disclose the reason for denial of a passport/visa. **IAG** cannot be held responsible for delays in processing due to incomplete, inaccurate, or missing documentation including but not limited to missing or incorrect proof of identity, proof of UK, U.S. Citizenship, Legal Resident of United States, proof of travel, missing photographs, or incorrect passport execution fees. **IAG** cannot be held responsible for the actions and/or decisions made by the Embassies, UK or U.S. Passport Agency. Should your application be rejected for whatever reason, you bear the cost of return shipment of your documents and all expediting fees are not-refundable: No exceptions. Compensation is not available. **IAG** will not be responsible for loss or delay caused by events that we cannot control, including but not limited to acts of God, weather conditions, acts of public enemies, war, strikes, civil commotions, or acts or omissions of public authorities (including passport and embassy consular officials) with actual or apparent authority. **IAG** is not responsible for any documents inadvertently held or lost by embassies/consulates or UK or US Government Agencies. Should this occur, which is highly unlikely, we will work to recover the documents from the agency or consulate. **IAG** makes no other warranties, expressed or implied. In no event will **IAG** be liable for any indirect, incidental, or consequential damages. Further, **IAG's** total liability with respect to each passport application shall be limited to the amount of the **IAG's** service fee paid by you. **IAG's** total liability with respect to each passport application shall be limited to the amount of the service fee paid by you. **IAG** will charge a \$20 fee to research the requirements specific to a customer's passport and country of destination. If you decide to continue to use **IAG** Passport and/or Visa services, this research fee will be accredited to your order. Upon the receipt of this customer order form, an **IAG** agent will contact you regarding billing information. **Cancellation fee: \$60.00**

**All services are limited to time standards of the U.S Government business hours.  
BY SENDING AN APPLICATION TO **IAG**, YOU ACCEPT THE ABOVE CONDITIONS.**