



**Ambassador Passport and Visa Services, Inc.**  
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## COVER LETTER

This form is to advise Ambassador Passport and Visa Services of the type of service you are requesting, the departure date of your trip, and the return address for the completed documents to be mailed to. In order to properly process your requested service, please include this form with your Passport / Visa application request.

**From:**

**Full Name of Applicant:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address & Tel. No:** \_\_\_\_\_

**British Passport Services Requested:**

First Time Passport       Lost Passport       Passport Amendment  
 Passport Renewal       Additional Passport Pages       Other

**Processing Time:**  Regular (7-10 working days)     Rush (4-5 working days)

**Visa Processing:**

(Please list the countries you require Visas expedited for, processing time, and check number of entries)

1- Name of Country: \_\_\_\_\_  Single Entry  Double Entry  Multiple Entry  Other

2- Name of Country: \_\_\_\_\_  Single Entry  Double Entry  Multiple Entry  Other

**Processing time:**  Regular     Express     Rush     Ultra Rush

**Travel Date:** \_\_\_\_\_ **Date documents are needed:** \_\_\_\_\_

**I understand that any request that is needed in less than five business days will be assessed a rushed processing surcharge.**

**Payment method:**  American Express     Visa     MasterCard     Check     Money Order

**Cardholder's Name:** \_\_\_\_\_

**Card number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

I \_\_\_\_\_ hereby authorize Ambassador Passport and Visa Services to charge the cost of services rendered to the above credit card.

**RETURN BY:**  FEDEX Overnight     FEDEX (2<sup>nd</sup> Day Air)     FEDEX (Saturday Delivery)     Other

**Return Address:** **Name:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, and Zip:** \_\_\_\_\_

**Statement of non-liability:**

Ambassador Passport and Visa Services, Inc. is not responsible for mistakes, delays, or decisions by the U.S. Government, passport offices, consulates, embassies, travel agents, courier services, foreign governments, various records departments, as well as uncontrollable events such as forcemajeurs and acts of God. I understand that the passport office or visa office or any of the above agencies can delay or deny passports, visas or birth certificates. Ambassador Passport and Visa Services, Inc. will not be held liable for any financial loss occurred by delay in the process. Regardless of the result, Ambassador Passport and Visa Services can collect its fees, once the service has been conducted. By submitting this application, you agree to these terms.