



**Passport Request Form**

DATE \_\_\_\_\_ DATE OF TRAVEL (NEEDED BY) \_\_\_\_\_

TRAVELER'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ ASSISTANT NAME \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_

**DISCLAIMER**

Sam's Passport Inc. will not be held liable for any events beyond our control that will delay the issuance of the applicant's passport due to the US Dept. of state delay or overnight shipping delay by a third party. Sam's service fees and the US Passport fees will not be refunded in the event that the issuance of the passport is delayed. Please keep in mind, when dealing with the US passport agency, notification of changes and protocol may change at little or no notice. Please sign here if you have fully read and accepted the terms of the disclaimer and are ready to process your passport application.

Applicant's Signature \_\_\_\_\_

**PASSPORT SERVICES**

**First Time Applicants or Lost or Damaged Passport Applicants**

**Please call our office to make an appointment to reserve a slot.**

**The US Department of State is only allowing us to submit ONE Expedite passport application per day.**

**Passport Fees: All Fees will be paid at the facility where you execute your application**

**Sam's Service Fee: \$400.00**

**Processing Time: 5-7 Working Days from the date of Submission into the passport office**

**METHOD OF PAYMENT**

CREDIT CARD # \_\_\_\_\_ EXP DATE \_\_\_\_\_ CVV CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

NAME ON CREDIT CARD \_\_\_\_\_ SIGNATURE (OF CARD HOLDER) \_\_\_\_\_

**RETURN POSTAGE – FedEx Overnight:**

Priority Delivery = \$45.00     First Overnight = \$100.00     Saturday Delivery 75.00     International Delivery = \$100.00

**Total Payment = Sam's Service Fee + Return Postage**