

AMERICAN VISA SERVICE

53 W. Jackson Blvd., Ste 1226

Chicago IL 60604

Tel: 312-922-8860 E-mail: info@avschicago.com**AVS Order Form**

Applicant Information		
Traveler One (1):		
First Name:	Last Name:	DOB:
Traveler Two (2):		
First Name:	Last Name:	DOB:
Traveler Three (3):		
First Name:	Last Name:	DOB:

Services Requested (check all that apply)						
US Passport Services:	☐ New	☐ Renewal	☐ 2 nd Passport	☐ Name Change	☐ Lost	☐ Passport Card
Visa Services:	☐ Tourist	☐ Business	☐ Employment	☐ Residence	☐ Family Visit	
Type of Visa (entries):	☐ Single	☐ Double	☐ Multiple	☐ Not Sure		
Country/Countries:			Processing Speed Requested:			
Date of Departure from USA:			Date Needed in Your Hands:			

Shipping Information (where to ship your paperwork back)			
Shipping Method:	☐ FedEx Overnight	☐ FedEx 2 Day	☐ Use My Label/FedEx Account #:
Shipping Address: (no PO BOX)	Company:		Name:
	Street Address:		
	City:	State:	Zip Code:
	E-mail:		Phone Number:

Contact Information (for questions, status updates, additional requests, etc)- this is NOT your emergency contact			
Name:		Relationship to Applicant:	
Phone #:		E-mail:	

Payment Information						
Form of Payment	☐ Check (company)	☐ Visa	☐ MasterCard	☐ AMEX	☐ Discover	☐ Paid on website
Credit Card Info:	Card Number:	Exp. Date:	CVV Code:			
	Cardholder's Name:					
	Billing Zip Code:					
Authorization to Charge:	Signature:	Date:	Amount: \$			

Disclaimer: Please send all required documents for processing to the address above. Service and embassy fees are non-refundable and are subject to change without notice. AVS is not responsible for any policy changes at the Passport Agency or any of the Embassies as well as delays, damages or loss of documents resulting from the actions of the Passport Agency, any Embassies, FedEx or postal services. By sending this order form, you agree to receive occasional e-mails from AVS with important updates and announcements.

