

# Embassy Document Services L.L.C.

14908 Honey Locust Court  
Woodbridge, VA 22193  
703-659-0843 (Office)  
703-659-0919 (Fax)

## Service Request Application

Please feel free to call for assistance.

email [svetlana@embdocserv.com](mailto:svetlana@embdocserv.com)

### Traveler Information:

Name: \_\_\_\_\_ email: \_\_\_\_\_ EDS Acct. No: \_\_\_\_\_  
(if known) \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date passport must be back in your possession: \_\_\_\_\_ Green Card Holder?   
Date of next international trip: \_\_\_\_\_

### Services Requested:

#### PLEASE CHECK A BOX BELOW ONLY IF YOU REQUEST U.S. PASSPORT SERVICES:

First Time U.S. Passport    Renewal    Add Pages    Second Passport    Extend Validity    Name Change

You **must** have a **Passport Reservation** for any passport services requested. Call EDS at the number listed at the top of the page immediately if you do not already have a passport reservation date.

EDS Passport Reservation Date: \_\_\_\_\_

### VISA Services:

	Tourist	Business	Transit	Home-Stay (Private) Visa	Number of Entries
1st Country: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2nd Country: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3rd Country: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

**Rush / Emergency Fees:** I understand that any visa request that is needed in seven business days or less, or any passport request that is needed in ten business days or less may be assessed a rush or emergency surcharge as outlined in the EDS rate structure.

### Return Documents to this Address:

residential    business - **or** -    Call for Pick-up

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

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(NO PO BOX)

Telephone No: \_\_\_\_\_

### Return Shipping Method:

- USPS Priority Mail  
 FedEx Standard Overnight  
 FedEx 2 Day Delivery  
 I Authorize Delivery ONLY With Signature (please leave a blank if you DO NOT want a signature delivery)  
 Customer pre-paid. Shipping acct. no. \_\_\_\_\_

for EDS internal use::

Itin#: \_\_\_\_\_

Pmt Rcvd CC:  Amt: \_\_\_\_\_

ck/mo:  Ck no: \_\_\_\_\_

### Payment Method for Application Fees:

\*\*\* A 3% charge will be added to the total invoice if paying by credit card.\*\*\*

American Express    VISA/MC    Diners Club    Discover    Money Order    Check

I hereby authorize Embassy Document Services LLC to charge the cost of its professional services, any embassy, U.S. State Department, and return delivery charges to the following credit card. I agree to pay this amount to my credit card company.

Name on card: \_\_\_\_\_ Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
mm/yy

Card Billing Address  
City, State, ZIP

Signature: \_\_\_\_\_ Card Security Code: \_\_\_\_\_