



**USAID Visa and Passport Office**  
**Classified Visa and Passport Services**  
 1300 Pennsylvania Avenue N.W.  
 Room C1-7  
 Washington, D.C. 20523  
 Tel # 202.842.8617 / 202.842.8618  
 Fax # 202.842.8619

[www.classifiedvps.com](http://www.classifiedvps.com)

**Visa / Passport Order Form**

Received by: \_\_\_\_\_  
 Processed by: \_\_\_\_\_  
 Released by: \_\_\_\_\_

Date passport must be back in your possession: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 mm dd yyyy

Traveler/Employee: \_\_\_\_\_ Traveler's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 mm dd yyyy

Traveler: \_\_\_\_\_ Traveler: \_\_\_\_\_ Traveler: \_\_\_\_\_

Phone (Office): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_ E-mail: \_\_\_\_\_

Bureau: \_\_\_\_\_ Position Title: \_\_\_\_\_ Federal Pay Grade: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Valid Until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Purpose of Trip: \_\_\_\_\_

Name of Person Requesting This Order: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (If different from Traveler)

Incumbent name if PCS: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Application for Passport Services only:**

Passport Type Request:  Diplomatic  Official  Personal Others: \_\_\_\_\_  
 Regular Service  Expedited Service

**Application for Visa Services only:\***

Actual US Departure Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 mm dd yy

	Entry / Exit Dates:	Official Travel:	Entry Single / Multiple	Kind of Service Regular / Expedited
Country 1 : _____	From: ____ / ____ / ____ To: ____ / ____ / ____ mm dd yy mm dd yy	<input type="checkbox"/>	_____	_____
Country 2 : _____	From: ____ / ____ / ____ To: ____ / ____ / ____ mm dd yy mm dd yy	<input type="checkbox"/>	_____	_____
Country 3 : _____	From: ____ / ____ / ____ To: ____ / ____ / ____ mm dd yy mm dd yy	<input type="checkbox"/>	_____	_____

2 Photos for \$15

Terms: By using Classified VPS you are authorizing the company to handle your personal information and your Passport, and to hand over passports and information to a foreign embassy in US for the purpose of acquiring a Visa. Classified VPS is not responsible for the safety and security of your Passport once the Passport has entered the diplomatic grounds. Classified VPS cannot and does not guarantee a Visa will be issued by a diplomatic office as this is the sole prerogative of the foreign government.

**Payment Method:**

USAID TA:  American Express:  Diners Club:  Master Card:  Visa:

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 mm yy Zip Code CVV

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Classified VPS will automatically charge the credit card on file / TA**  
**Two days after email notification.**  
**Multiple Stops /Follow-Up (After 2 attempts) are subject to additional fee.**  
**\* Regular Passport is subject to Consular Fees**