

Monday - Friday  
9:00 a.m. - 5:00 p.m.  
(312) 372-2703

Passport, Visa &  
Legalization Service  
fax (312) 372-2715

PERRY INTERNATIONAL  
100 W. Monroe St., Suite 502  
Chicago, IL 60603  
www.perryvisa.com

### Order Form for Passport

Account \_\_\_\_\_

Departure date from the United States is \_\_\_\_\_

Countries traveling to \_\_\_\_\_

Number of passports requested \_\_\_\_\_

Names \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ (Optional) Will pay the \$25 fee to register this trip, as explained in the instructions

In an emergency the embassy should contact client at what e-mail \_\_\_\_\_

Contact name if Perry International has questions \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Complete at least one address and phone number even if payment is enclosed

Address to send invoice to: (if different)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Address to return documents to: (No P.O. Boxes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

If paying by credit card you do not need to send a deposit

Credit Card # \_\_\_\_\_ ( Amex , Diners , Mastercard , or Visa )

Expiration date: \_\_\_\_ \_\_\_\_

Signature of card holder: \_\_\_\_\_

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Letter of Authorization

\_\_\_\_\_ (Today's Date)

U.S. Passport Agency

To whom it may concern:

I, \_\_\_\_\_ (Name Printed) authorize the U.S. Passport Agency to process  
and release my passport to a representative of Perry International.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date of Birth)

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### Instructions for an Adult Passport Book

**First**, each applicant will need to bring the following items to an authorized passport acceptance facility. Advise the clerk at the facility that an expediting service will be hand carrying the application to the passport office. The clerk should administer the oath, have the applicant sign the form, collect the government fees, seal the documents up in an envelope and hand it back. This envelope must remain sealed, be delivered to Perry International within 4 days, and include the government fees below.

- Application form DS-11 with barcode (Do NOT sign the application until instructed to do so by the passport acceptance facility clerk.)
- 2 passport quality, color photographs (They must be 2x2 inches, with an image size between 1 and 1-3/8 inches, and full front view. No uniforms, hats, coats or dark glasses are allowed.)
- A **certified** birth certificate, a Certificate of Naturalization, or a previous U.S. passport (Certified means it has a seal from the issuing office. No photocopies or hospital certificates.)
- A driver's license or government issued ID
- 2 checks for the U.S. government fees (One for \$170 and one for \$25, **Do not include return shipping fees on the government checks.**)
- 1 letter of authorization with an original signature
- If departing within 15 days, proof of departure (For proof of departure there are 3 items that can be used: ticket copies from an airline, an itinerary on travel agent letterhead, or a company letter stating specific travel plans. If using a company letter, the letter will need to have specific travel dates and an original signature by someone other than the traveler.)

**Second**, after going to the acceptance facility and getting a sealed envelope, overnight the sealed envelope **AND** the following items, which **MUST** be outside the sealed envelope, to Perry International, 100 W. Monroe St., Chicago, IL 60603.

- A second letter of authorization with an original signature
- If departing within 15 days, a second copy of proof of departure
- A Perry International order form
- Credit card information on our order form or a check to cover our service charge and return shipping
  - \$127 (back in 6 - 14 business days, \$100 + \$27 Federal Express Priority Overnight shipping)
  - \$177 (back in 3 - 5 business days, \$150 + \$27 Federal Express Priority Overnight shipping, available if departure is in less than 2 weeks)
  - \$227 (back in 1 - 2 business days, \$200 + \$27 Federal Express Priority Overnight shipping, available if departure is in less than 1 week)

The U.S. Department of State now recommends registering with the U.S. Embassy in the country being visited. This will allow them to notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination. If you would like Perry International to register you, our service charge is \$25 and you should check the appropriate line on our cover sheet. Otherwise you may register on the State Department's website.