

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

Referred By _____

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: _____

**STATEMENT REGARDING A LOST OR STOLEN PASSPORT****IMPORTANT NOTICE**

A United States citizen may not normally bear more than one valid or potentially valid U.S. passport at a time. It therefore is necessary to submit a statement with an application for a new U.S. passport when a previous valid or potentially valid U.S. passport cannot be presented. Your statement must detail why the previous U.S. passport cannot be presented.

The information you provide on the DS-64, Statement Regarding a Lost or Stolen Passport will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen U.S. passport. Anyone using the passport book reported on the DS-64 may be detained upon entry into the United States. Should you locate the passport reported lost or stolen at a later time, you should report it as found and submit it for cancellation. It has been invalidated. You may not use that passport for travel.

**Protect yourself against identity theft!
Report a lost or stolen passport!**

1. IDENTIFYING INFORMATION

Type or print in blue or black ink in white areas only.

Last Name		First Name		Middle Name
Has your name changed since the passport was issued? If yes, state the name in which the lost or stolen passport was issued.				
SEX <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (mm-dd-yyyy)	Place of Birth (State or Country)		Social Security Number
Current Address (Street, City, State, & Zip Code)				
Home Telephone Number ()		Work Telephone Number ()		E-mail Address

2. LOST OR STOLEN PASSPORT INFORMATION

Answer all questions completely. If you do not know the answer in detail, be as exact as possible. Additional space is provided on the back of this form.

What was your lost or stolen passport number?	When was your lost or stolen passport issued?
What passport agency, embassy, or consulate issued your lost or stolen passport?	
How was your passport lost or stolen?	
<u>Where</u> and on <u>what date</u> did the loss or theft take place?	
If your passport was stolen, did you notify the police? If yes, explain when and where you notified the police.	
Have you made any effort to recover your passport? If yes, describe your efforts.	
Have you had any other U.S. passports lost or stolen? (Please give the approximate date of this loss or theft and any additional information you can provide.)	

Are you submitting this form in connection with an application for a new passport? Yes No

CERTIFICATION I, the undersigned, certify that the information furnished herein is correct and complete to the best of my knowledge and belief, and that I have not given my passport to another person or disposed of it in an unauthorized manner. I understand that my passport will be invalidated and cannot be used. If I subsequently find and recover it, I will immediately return it to Passport Services at the address on the back of this form or to the nearest passport agency.

Signature

Date (mm-dd-yyyy)

For Official Use Only

For additional comments:

Send this form or a recovered lost or stolen passport to the following address:

U.S. Department of State
Passport Services
Consular Lost/Stolen Passport Section
Attn: CLASP
1111 19th Street, NW, Suite 500
Washington, DC 20036

**For more information or to report your lost or stolen passport by phone, call: 202 955-0430
Or visit our website: [www. travel.state.gov](http://www.travel.state.gov)**

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

AUTHORITIES: The information solicited on this form is requested pursuant to provisions in Titles 8 and 22 of the United States Code (U.S.C.), whether or not codified, including specifically 22 U.S.C. 211a and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR).

PURPOSE: The primary purpose for soliciting the information is to ensure that no person shall bear more than one valid or potentially valid United States passport at any one time, except as authorized by the U.S. Department of State, and to combat passport fraud and misuse.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies, to assist the U.S. Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties or to investigate or prosecute violations of law. The information may also be made available to private U.S. citizen 'wardens' designated by U.S. embassies and consulates.

Except as noted, failure to provide the information requested on this form may result in the denial of a United States passport, related documents, or service to the individual seeking such passport, documents, or service. The disclosure of your social security number on this form is voluntary and in accordance with the authorities listed above and will be used in the processing of your statement regarding your lost or stolen passport and as described in the preceding paragraphs.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.

WARNING

False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 U.S.C. 1001 and/or 18 U.S.C. 1542. Alteration or mutilation of a U.S. passport is punishable by fine and/or imprisonment under provisions of 18 U.S.C. 1543. The use of a U.S. passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents submitted are subject to verification.

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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 and to release information to them concerning my case.

_____ (Signature)

_____ (Date of Birth)

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Instructions if a Passport Book is Lost or Stolen

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
- Statement Regarding a Lost or Stolen Passport (DS-64)
- 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 days, \$100 + \$27 Federal Express Priority Overnight shipping)
 - \$177 (back in 3 - 5 days, \$150 + \$27 Federal Express Priority Overnight shipping)
 - \$227 (back in 1 - 2 days, \$200 + \$27 Federal Express Priority Overnight shipping)

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.