

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: _____

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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 to Replace a Mutilated 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, or a Certificate of Naturalization (Certified means it has a seal from the issuing office. No photocopies or hospital certificates.)
- The mutilated passport
- 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 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.