



Please fill out the Customer Order Form below and send the required documents via traceable shipping service to IAG offices in Washington, D.C. Print information clearly and fill out each box that applies to you. One IAG Customer order Form must be filled out per individual requesting some type of Passport or Visa service. BY SENDING AN APPLICATION TO IAG OR WHEN YOU GIVE THE CREDIT CARD INFORMATION BY PHONE TO IAG REPRESENTATIVE YOU ACCEPT THE IAG CONDITIONS.

Name as it appears on passport: _____ Date of Birth: _____

Passport Number: _____ Passport Expiration Date: _____ Country of Passport Issued: _____

REQUESTED PASSPORT/VISA SERVICES: New Passport Lost/Stolen Passport. Passport Renewal Child Passport VISA BUSINESS TOURIST STUDENT TEACHER TRANSIT WORK CREW WORK OTHER

Home Address: _____ City: _____ State: _____ Zip: _____

PHONE: Best Contact: _____ Email: _____

SHIPPING INFORMATION. Direct signature is required*.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Are you sending your documents with a pre-paid envelope for IAG to send your documents back? YES__ NO__

If not, IAG can return your documents via Federal Express. (Will be charged to your credit card)

Return Shipping Fee: Please check with www.FedEx.com for the exact amount of shipping prices. Then add the total amount with your service fees. We strongly suggest that you arrange overnight delivery service for sending your application and returning your passport. For Saturday Delivery please verify if FedEx provides this service in your local area.

SPECIAL DELIVERY: For Airport Delivery additional fees will apply.
Reagan National Airport - DCA..... \$90.00 per delivery + airline cargo fee
Dulles Airport - IAD..... \$140.00 per delivery + airline cargo fee

IAG is not responsible for any loss or delays incurred for shipments consigned to these or any other delivery services.

PAYMENT INFORMATION: Please check the form you are using to pay for IAG services:

_____ Corporate Check/Money Order of \$ _____ Payable to IAG (Inter-American Group, Inc.)

_____ Credit Card: _____ (Visa, MasterCard, American Express, Discover accepted)

Name on Credit Card: _____ Signature: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Billing Address: _____ City _____ State _____ Zip Code _____

NOTE: Embassies/Consulates, UK or US Passport Agency officials may request additional documentation at their discretion and in declining issuance of travel documents may not in some instances disclose the reason for denial of a passport/visa. IAG cannot be held responsible for delays in processing due to incomplete, inaccurate, or missing documentation including but not limited to missing or incorrect proof of identity, proof of UK, U.S. Citizenship, Legal Resident of United States, proof of travel, missing photographs, or incorrect passport execution fees. IAG cannot be held responsible for the actions and/or decisions made by the Embassies, UK or U.S. Passport Agency. Should your application be rejected for whatever reason, you bear the cost of return shipment of your documents and all expediting fees are not-refundable: No exceptions. Compensation is not available. **Please Note:** If you: 1.- Owe Child Support (in arrears), 2.- Are wanted for arrest, 3.- Are currently serving probation, 4.- Are under order to appear in court (subpoena), 5.- Are wanted for extradition, Your passport application will be denied and any monies you have paid to have your passport application expedited will be forfeited. IAG will not be responsible for loss or delay caused by events that we cannot control, including but not limited to weather conditions, acts of public enemies, war, strikes, civil commotions, or acts or omissions of public authorities (including passport and embassy consular officials) with actual or apparent authority. IAG is not responsible for any documents inadvertently held or lost by embassies/consulates or UK or US Government Agencies. Should this occur, which is highly unlikely, we will work to recover the documents from the agency or consulate. IAG makes no other warranties, expressed or implied. In no event will IAG be liable for any indirect, incidental, or consequential damages. Further, IAG's total liability with respect to each passport application shall be limited to the amount of the IAG's service fee paid by you. IAG's total liability with respect to each passport application shall be limited to the amount of the service fee paid by you.

CANCELATION POLICY: The 12/24 hour passport processing service is extremely limited and space is reserved on a first come basis. The fee for 12/24 hour passport processing must be paid before a space can be reserved, and the Cancellation Fee is a \$100 if service is canceled after reservation has been made. For all other services, once payment has been made there is a \$90 cancellation fee. If the expediting process has begun (as soon as IAG receives the application paperwork and documents), a refund will not be rewarded, and payment must be made in full.

CHECKLIST TO ENSURE TIMELY PROCESSING
Print all paperwork off web side, read instructions, and Gather Documents.
WHEN READY TO SHIP CALL:
(202) 223-7203
1-866-727-7362

SHIPPING INFORMATION:
Inter-American Group, Inc (IAG)
China Visas Department
1717 Pennsylvania Ave NW # 900
Washington, D.C. 20006