



Tel : 818 242-2535
Fax : 818 242-7253

111 N. Jackson St.
Suite 112
Glendale, CA 91206

Email : maniaservice@earthlink.net
Web : http://www.maniaspassportandvisa.com

COVER LETTER

This form is to advise Mania's Passport and Visa Services of the type of service you are requesting, the time frame and the return address for the documents. In order to process your requested service properly, please include this form with your Passport / Visa application request.

Date: _____
Full Name of Applicant: _____
Company Name: _____
Address & Tel. No: _____
Travel Date: _____ Need Passport or Documents by: _____

Passport Services Requested: First Time Passport Passport Amendment
 Passport Renewal Other

Processing Time: Expedite (10 business days) Rush (5 business days) Express (48 hours)

Visa Processing: Tourist Business Other _____
1. Name of Country: _____ Single Entry Double Entry Multiple Entry Other
2. Name of Country: _____ Single Entry Double Entry Multiple Entry Other

Processing time: Regular Express Rush Ultra Rush

Payment Method: Check/Money Order in the amount of \$ _____

Credit Card: Visa MasterCard American Express

Cardholder's Name: _____
Card No.: _____ Expiration Date: _____ CVV _____

I, _____, hereby authorize Mania's Passport & Visa Services to charge the cost of services rendered to the above credit card.

Delivery Instruction:
 Call me at _____, I will pickup or send a messenger to pick up the package

Ship the package via:
 Express Mail Overnight
 Federal Express
 Courier service of your choice with your air bill provided

Shipping address (if different from the address giver hereinabove): _____
Phone: _____

Statement of non-liability:
We shall do our best to provide you with the best services possible. However, Mania's Passport & Visa Services is not responsible for mistakes, delays, or decisions by the U.S. Government, passport offices, consulates, embassies, travel agents, courier services, foreign governments, various records departments, as well as uncontrollable events such as acts of God. I understand that the passport office, consulates or any of the above agencies can delay or deny passports, visas or birth certificates. Mania's Passport and Visa Services will not be held liable for any financial loss occurred by delay in the process. Regardless of the result, Mania's Passport & Visa Services can collect its fee, once the service has been conducted. By submitting this application, you agree to these terms.

Signature of Person Requesting Service: _____