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**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:** \_\_\_\_\_