



# Perry International

Passports • Visas • Legalizations

Perry International  
79 W. Monroe St. #1225  
Chicago IL 60603

312-372-2703  
perry@perryvisa.com

Earliest Date leaving the U.S.

Account, if known

Countries being visited

If we have questions, Contact Name

Phone Number

Email

Return documents to

St. Address

City

State

Zip code

Attention

Phone Number

Email Address for shipping notification

If paying by Credit Card, Number

Expiration

Name on Card, or Bill to

St. Address

City

State

Zip code

Phone Number

Email Invoice to

Will pay the additional \$30 fee to register this trip with the U.S. Dept. of State. In an emergency the U.S. Dept. of State should contact the client at,

Email Address

Phone Number

For Passport services, requesting

Standard

Rush

Emergency Service

For Visa services, if available  
entries

Will pay consulate rush fees

Will pay for multiple

Perry International 79 W. Monroe St. #1225, Chicago IL, 60603

## Letter of Authorization

Please carefully read the information below before completing this Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at a U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check all that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pick up the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

### Applicant Information

**(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)**

Applicant Name: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Applicant Phone No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: Perry International

Applicant Signature: \_\_\_\_\_  
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

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## Passport, Visa and Legalization Specialists

Review International Travel Requirements and secure Passports, Visas, Legalizations, or Translations.

Feel free to email us with any questions or to check the status of your documents at any time at [Perry@perryvisa.com](mailto:Perry@perryvisa.com).

### 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 3 days, and include the following documents.

- Application form DS-11 (It **MUST** be completed online from our link in step 2 and then printed. The Passport Office will not accept any other version of the application. Do **NOT** sign the application until instructed to do so by the passport acceptance facility clerk.)
- 1 passport quality, color photograph (It must be 2x2 inches, with an image size between 1 and 1-3/8 inches, and full front view. **No glasses, uniforms, hats, or coats 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 (This will be looked at and given back. It will **NOT** go in the sealed envelope.)
- 
- 2 checks for the U.S. government fees (One for \$170 and one for \$35, **Do not include return shipping fees on the government checks.** If this is not included, Perry International will obtain a money order and there will be an additional \$15 service charge per money order. The \$170 check should be made out to Department of State and goes in the sealed envelope. The \$35 check gets made out to the clerks office and will depend what office that is. The clerk will keep this check.)
- 1 letter of authorization with an original signature
- 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, 79 W. Monroe St. #1225, Chicago, IL 60603.

- A second letter of authorization with an original signature
- 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.
  - \$233 (back in 4 - 7 business days, \$200 + \$33 Federal Express Priority Overnight shipping)
  - \$333 (back in 3 business days, \$300 + \$33 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 \$30 and you should check the appropriate line on our cover sheet. Otherwise you may register on the State Department's website.