



# 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

## 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)



**Perry International**

Passports • Visas • Legalizations

## 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 for a Replacement Passport Book

Overnight the following documents to Perry International, 79 W. Monroe St. #1225, Chicago, IL 60603.

- Application form DS-5504 (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.)
- Most recent U.S. passport
- 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.**)
- 1 letter of authorization with an original signature
- If the applicants name has changed, a **certified** marriage certificate or court order
- If extending the validity of a passport, the documents requested when the limited passport was issued
- If the passport was issued in error, the documents showing the correct information
- 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.)
- A check for \$60, made out to "Department of State", for the U.S. government charge for expedited service (A separate check is required with each application. If this is not included, Perry International will obtain a money order and there will be an additional \$20 service charge per money order.)
- A Perry International order form
- Credit card information on our order form or a check to cover our service charge and return shipping.
  - \$185 (back in 20 business days, \$150 + \$35 Federal Express Priority Overnight shipping)
  - \$285 (back in 10 business days, \$250 + \$35 Federal Express Priority Overnight shipping)
  - \$335 (back in 5 business days, \$300 + \$35 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.