

A BRIGGS

PASSPORT & VISA EXPEDITORS

Adding Visa Pages to a Valid US Passport

- A) Your Passport** - Send us your passport. We will return your passport with 24 new pages added.
If you do not have your passport, you will need to apply for "Replacing a Lost or Stolen Passport".
- B) Passport Photos** - 2 identical passport photographs. Go to a passport photographer. Digital and non-passport photographs are usually rejected.
- C) Passport Application** - Complete one DS-4085 Passport Amendment form using blue ink (form included in the following pages).
- D) Letter of Authorization** - The Letter of Authorization (included below) gives A Briggs the authority to submit and pick-up your passport on your behalf.
- E) Proof of Departure** - Submit a copy of your computer-generated itinerary or a copy of your ticket from a travel agency, airline, or online booking agency showing your departure from the U.S. You may submit FAX and photocopies of your proof of departure.

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Shipping Instructions, Contact Information & Payment

NOTE: If you are departing the U.S. within 4 business days, please contact us to inform us of your departure.

PRIMARY SHIPPING ADDRESS (All Carriers): Send next business day morning (10:30am)

A Briggs
294 Washington St.
Suite 652
Boston, MA 02108
617-357-1840

ACCOUNT CONTACT INFORMATION:

Company Name: _____

Contact Name: _____

Contact Phone: _____ - _____ - _____ x _____

RETURN MY DOCUMENTS TO:

Name: _____

FedEx: A Briggs (\$18 fee)

Address: _____

FedEx: Acct #: _____

Address 2: _____

UPS: Acct #: _____

City, ST Zip: _____

DHL: Acct #: _____

APPLICATION INFORMATION:

Applicant Name: _____

Passport needed back by: ____ / ____ / ____

Passport Service (if applicable): Rush (\$145) Normal (\$95) Non-Rush (\$65)

Service Request (circle one): New / Renew / Add Pages / Name Change / Replacement / Duplicate

Visa Service (if applicable): Same Day (\$135)* Rush (\$95) Non-Rush (\$55)

Service Request (circle one): Single / Double / Multiple

Visa Validity Request: _____

* Same Day service available when offered by embassy/consulate.

Additional Notes: _____

BILL CHARGES TO:

AMEX: _____ - _____ - _____

Exp: ____ / ____

Visa/MC: _____ - _____ - _____ - _____

Exp: ____ / ____

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PASSPORT & VISA EXPEDITORS

A Briggs Passport & Visa Expeditors
1054 31st Street, NW Suite 270
Washington, DC 20007

AUTHORIZATION LETTER

I, _____,
(first name) (middle initial) (last name)

authorize A Briggs Passport & Visa Expeditors to submit my passport application and pick up my passport when issued.

Signature

_____/_____/_____
Date of Birth



U.S. DEPARTMENT OF STATE
APPLICATION FOR ADDITIONAL VISA PAGES

OMB APPROVAL NO. 1405-0159
EXPIRES: 08/31/2008
ESTIMATED BURDEN: See Instruction Page 2

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542 and/or 18 U.S.C. 1621. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents are subject to verification.



When completing this form, PRINT IN BLUE OR BLACK INK ONLY.

1. Name of Applicant				
Last			Suffix (Jr., Sr., III)	
First		Middle		
2. Date of Birth	3. Sex	4. Place of Birth (State <u>OR</u> Country)	5. Social Security	
(mm/dd/yyyy)	<input type="checkbox"/> Male <input type="checkbox"/> Female		(See Federal Tax Law Notice on Instruction Page 2)	
6. Mail My Passport To:				
Street / RFD # <u>OR</u> Post Office Box			Apartment #	
City		State	ZIP Code	
Country (If outside the U.S.)		In care of (if applicable)		



DS 4085 06 2005

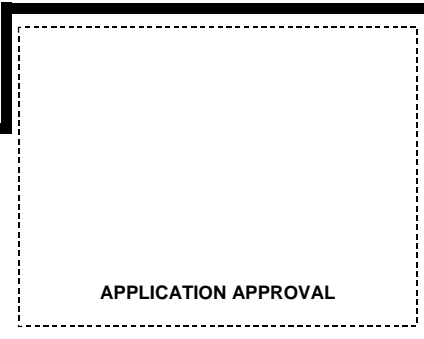
7. Permanent Address or Residence (DO NOT LIST P.O. BOX) (If same as mailing address write "Same As Above")		
Street / RFD #		Apartment #
City		State
ZIP Code		
8. Home Telephone (Include Area Code)	9. Business Telephone (Include Area Code)	10. E-Mail Address (Optional)
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11. Passport Information	
Name as it appears on U.S. passport	
Passport Number	Issuance Date
12. Departure Date	13. Countries to be Visited

14. Oath & Signature

I declare under penalty of perjury that I am a United States citizen (or non-citizen national) and have not, since acquiring United States citizenship (or U.S. nationality), performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I declare under penalty of perjury that the statements made on this application are true and correct.

X _____
Applicant's Signature **Date (mm/dd/yyyy)**



FOR PASSPORT SERVICES USE ONLY