

U.S. PASSPORT RENEWAL FROM CANADA BY APPOINTMENT

IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or info@immigroup.com
3. You will be contacted within 1 - 2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order.**
4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at
2558 Danforth Avenue, Suite 202, Toronto, ON M4C 1L3
5. IMMigroup will book the interview at the nearest US Embassy or Consulate.
6. Attend your appointment with your completed passport application and supporting documentation.
7. Receive your new passport in the mail.

DOCUMENT CHECKLIST

- IMMIGROUP ORDER FORM**
- COMPLETED DS-11**
(Duly completed but not signed)
- ORIGINAL MOST RECENT PASSPORT BOOK OR CARD**
- 2 U.S. PASSPORT PHOTOS**
- CERTIFIED COPY OF NAME CHANGE**
If applicable
- PHOTO ID & PHOTOCOPY OF THAT ID**
- PROOF OF US CITIZENSHIP**
 - birth certificate
 - naturalization certificate
 - citizenship certificate

FEES AND PROCESSING TIMES

REGULAR SERVICE **\$169.50 USD**
Including:
\$150 IMMigroup service fee
\$19.50 HST

EXPEDITED SERVICE **\$282.50 USD**
(3 weeks on average)
Including:
\$250 IMMigroup service fee
\$32.50 HST

GOVERNMENT FEES

- Passport Book and Card: \$165 USD
- Passport Book Only: \$135 USD
- Passport Card Only: \$55 USD
- \$60 fee for all expedited applications

Passport fees payable at the US consulate by cash, money order (inUSD), or credit card (MasterCard, VISA only).

All fees charged at the current exchange rate.

Average processing time is 4-6 weeks, subject to change without notice.

CONTACT INFORMATION

Email Address:

Phone Number:

CREDIT CARD INFORMATION

We accept Visa, Mastercard, American Express, bank drafts, and bank transfers

Cardholder Name:

Card Number:

Expiry Date (mm/yy) CVV Code:

I agree to pay these charges
Cardholder Signature:

DISCLAIMER

Applicant must sign below

* By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:

* Immigroup Inc. is not responsible for documents or passports lost by courier companies or any government office.

* If you require a phone consultation, you will be charged an additional \$169.50

* Immigroup Inc. is not responsible for applications that are rejected.

* All fees are non-refundable once applications are submitted to the government.

* I agree to being charged the total fees corresponding with my required service

* A minimum \$42.50 cancellation fee will apply to any service canceled after work has begun

SIGN HERE:

Name of Applicant (Last, First, & Middle) _____ Date of Birth (mm/dd/yyyy) _____

10. Parental Information
Mother/Father/Parent - First & Middle Name _____ Last Name (at Parent's Birth) _____

Date of Birth (mm/dd/yyyy) _____ Place of Birth _____ Sex Male Female U.S. Citizen? Yes No

Mother/Father/Parent - First & Middle Name _____ Last Name (at Parent's Birth) _____

Date of Birth (mm/dd/yyyy) _____ Place of Birth _____ Sex Male Female U.S. Citizen? Yes No

11. Have you ever been married? Yes No If yes, complete the remaining items in #11.

Full Name of Current Spouse or Most Recent Spouse _____ Date of Birth (mm/dd/yyyy) _____ Place of Birth _____

U.S. Citizen? Yes No Date of Marriage (mm/dd/yyyy) _____ Have you ever been widowed or divorced? Yes No Widow/Divorce Date (mm/dd/yyyy) _____

12. Additional Contact Phone Number _____ Home Cell Work _____ 13. Occupation (if age 16 or older) _____ 14. Employer or School (if applicable) _____

15. Height _____ 16. Hair Color _____ 17. Eye Color _____ 18. Travel Plans
Departure Date (mm/dd/yyyy) _____ Return Date (mm/dd/yyyy) _____ Countries to be Visited _____

19. Permanent Address - If P.O. Box is listed under Mailing Address or if residence is different from Mailing Address.

Street/RFD # or URB (No P.O. Box) _____ Apartment/Unit _____

City _____ State _____ Zip Code _____

20. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name _____ Address: Street/RFD # or P.O. Box _____ Apartment/Unit _____

City _____ State _____ Zip Code _____ Phone Number _____ Relationship _____

21. Have you ever applied for or been issued a U.S. Passport Book or Passport Card? Yes No If yes, complete the remaining items in #21.

Name as printed on your most recent passport book _____ Most recent passport book number _____ Most recent passport book issue date (mm/dd/yyyy) _____

Status of your most recent passport book: Submitting with application Stolen Lost In my possession (if expired)

Name as printed on your most recent passport card _____ Most recent passport card number _____ Most recent passport card issue date (mm/dd/yyyy) _____

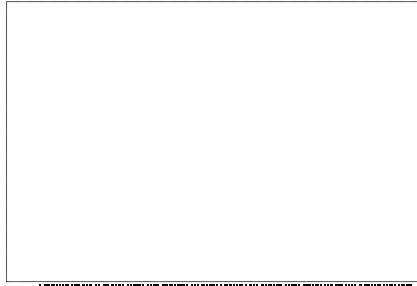
Status of your most recent passport card: Submitting with application Stolen Lost In my possession (if expired)

PLEASE DO NOT WRITE BELOW THIS LINE - FOR ISSUING OFFICE ONLY

Name as it appears on citizenship evidence _____

- Birth Certificate SR CR City Filed: _____ Issued: _____
- Nat. / Citiz. Cert. USCIS USDC Date/Place Acquired: _____ A# _____
- Report of Birth Filed/Place: _____
- Passport C/R S/R Per PIERS #/DOI: _____
- Other: _____
- Attached: _____

- P/C of ID DS-3053 DS-64 DS-5520 DS-5513 Citiz W/S
- P/C of Citiz DS-10 DS-86 DS-71 IRL CIS Ver



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