

U.S. PASSPORT RENEWAL FROM CANADA BY MAIL

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 AVE, Suite 202, TORONTO, ON M4C 1L3**
5. Your passport will be mailed to you at your address in Canada.

DOCUMENT CHECKLIST

ORDER FORM

COMPLETED DS-82

(Duly completed and signed)

ORIGINAL MOST RECENT PASSPORT BOOK OR CARD

2 U.S. PASSPORT PHOTOS

CERTIFIED COPY OF NAME CHANGE

(if applicable)

ATTENTION

- Only complete this form if:**
- you are 18 years of age or older;
 - your most recent passport was issued when you were at least 16 years old;
 - your most recent passport has been expired less than 5 years
 - the recent passport was issued less than 15 years ago
 - your most recent passport was issued for the full validity period (5 or 10 years);
 - you can submit your most recent passport with your application;
 - you are not requesting any change to the data in your passport, except for a name change, supported by an original document.

FEES AND PROCESSING TIMES

<u>REVIEW ONLY</u>	<u>PASSPORT</u>	<u>EXPEDITED</u>
<input type="checkbox"/> \$113 USD IMMigroup will: - review your application; - suggest changes to your application; - review your changes.	Including: \$150 IMMigroup service fee \$19.50 HST \$40 courier fee \$110 passport fee \$10 money order fee. <input type="checkbox"/> Get the passport card as well for an additional \$30	Add \$173 to expedite the process to get your passport in 3 weeks instead of 6 <input type="checkbox"/> Average processing time is 3 weeks, subject to change without notice.
All fees charged at current exchanged rate. 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 \$75

*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)

12. Height 13. Hair Color 14. Eye Color 15. Occupation 16. Employer or School (if applicable)

17. Additional Contact Phone Numbers

Home Cell Work Home Cell Work

18. 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

19. 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

20. Travel Plans

Departure Date (mm/dd/yyyy) Return Date (mm/dd/yyyy) Countries to be visited

**STOP! YOU HAVE COMPLETED YOUR APPLICATION
BE SURE TO SIGN AND DATE PAGE ONE**

WHERE DO I MAIL THIS APPLICATION?

If applying in the United States or Canada:

FOR ROUTINE SERVICE (If you live in CA, FL, IL, MN, NY, or TX):
National Passport Processing Center
P.O. Box 640155
Irving, TX 75064-0155

FOR ROUTINE SERVICE (If you live in any other state or Canada):
National Passport Processing Center
P.O. Box 90155
Philadelphia, PA 19190-0155

FOR EXPEDITED SERVICE (Additional Fee, any state or Canada):
National Passport Processing Center
P.O. Box 90955
Philadelphia, PA 19190-0955

Because of the sensitivity of the enclosed documents, Passport Services recommends using trackable mailing service when submitting your application.

If applying outside the United States or Canada:

United States citizens residing outside the U.S. or Canada **CANNOT** submit this form to domestic addresses listed above. Such applicants should visit www.usembassy.gov to find the nearest U.S. Embassy or Consulate for procedures for applying outside the United States.



* DS 82 C 08 2013 2 *