



## ItsEasy Passport & Visa Service Packet

Created on:  
Friday, Apr 19, 2024

This document contains everything you need to prepare and order your passport and/or visa. This packet was custom made for your request and includes a paper order form and a FedEx label to send your document in. If you have any questions, please contact us at 1-866-487-3279 (487-3279) 24 hours a day.

Information Packet Contains the following for a Citizen; Resident of :

- **Step 2 of 2:** Service Order Form
- Air Bill (for document delivery)

# Paper Order Form



You can also place your order online at [www.itseasy.com](http://www.itseasy.com). Use your account code listed below. Use of this paper order form incurs a \$20 fee.

## Important Dates

**Date Needed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (must be back in your possession by) **Date of This Trip:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (if known)

## Applicant Information (One Order Form per Traveler)

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Account Contact (who should we contact with questions?)

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Return Shipping

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City, ST, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### Return Ship Method (Select One)

- ☐ FedEx First AM - 8:30am (\$79.00)  
☐ FedEx Standard AM - 2:30pm (\$19.00)  
☐ FedEx Priority AM - 10:30am (\$29.00)

## Service Selection (select one)

- ☐ **ItsEasy Select** (allow ItsEasy to select the most appropriate service based on dates & documents provided)  
☐ **Fast Track** (process as quickly as possible; additional service fees may apply)  
☐ **Specified** (please utilize the following service(s): \_\_\_\_\_ )

## Credit Card Payment Information

**Amex:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Visa, MC, Disc:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Exp. Date:** \_\_\_\_ / \_\_\_\_

## Additional Account Notes (anything you'd like to tell us)

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*Note: The total cost includes service fees, government fees paid to the appropriate government and shipping fees. Consular fees are subject to change without advance notice at any time by various governments. All credit card transactions covering Government and/or Embassy Fees incur a \$12.50 convenience fee per item. By submitting this form you confirm that you have read, understood and agree to our terms of use ([https://www.itseasy.com/about\\_us/legal](https://www.itseasy.com/about_us/legal)).*

ORIGIN ID: JHCA	18664873279	SHIP DATE: 19APR24
IE: ITSEASY PASSPORT & VISA		ACTWGT: 1.00 LB
200 PARK AVE - LOBBY ST.		CAD: 258653825/FAP12208
THE METLIFE BUILDING		BILL RECIPIENT
NEW YORK, NY 10166		
UNITED STATES US		
TO PROCESSING DEPT - #827827649		
ITSEASY PASSPORT & VISA		
200 PARK AVE - LOBBY		
THE METLIFE BUILDING		
NEW YORK NY 10166		
REF: 18664873279	DEPT:	583J6/0FEC/9AE3
INV: 18664873279		
PO:		
		
		
J242024032601uv		
TRK# 0201	7760 2354 6971	MON - 22 APR 10:30A
		PRIORITY OVERNIGHT
E3 JHCA		10166
NY-US		EWR
		

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## FedEx Shipping Label

You may use this label to send you documents in

**THIS LABEL IS VALID FOR ONE DOMESTIC SHIPMENT**  
Shipped between Apr 19, 2024 and May 19, 2024

Verify that you have completed, signed and included all the documents listed above.

Attach the FedEx label to a FedEx package by inserting in either the attached or adhesive pouch.

Drop the package at an authorized FedEx shipping location. Find one at <http://www.fedex.com/locate>

Duplication and use of label may result in your package being returned or severely delayed in delivery. If you choose to use this label, a fee of \$29.00 will be applied to the total cost of your order.

Using this label ensures that your application receives FedEx Priority Overnight shipping and will reach us the following business morning. If your documents need to reach us sooner, do not use this label. Call our Customer Service Center at 1-800-975-2986 to obtain a different shipping label.

This label is **NOT** valid for shipments originating in Alaska, Hawaii, or Puerto Rico.



## ItsEasy Passport & Visa Service Disclaimer

### Disclaimer

ItsEasy makes every reasonable effort to provide you with accurate information regarding passport and/or visa requirements as well as to obtain the documents required for your trip. ItsEasy does not warrant the information provide or guarantee its accuracy as governments may change policies, requirements, processing times and/or fees at any time with little or no notice which may affect your needs and schedule.

The issuance of any passport or visa documents is at the discretion of the government agency, or “issuing authority”, with whom the request is lodged. In some cases, even though the client has provided all correct information and fees, the issuing authority may deny the request, refuse to accept the request, request additional documentation, request that the applicant appear in person, request additional fees and/or not abide by its own estimated processing schedule. In these cases, any fees paid to ItsEasy and/or to issuing authorities becomes non-refundable. While ItsEasy does everything in its power to ensure the timely issuance of the requested documents, ItsEasy does not actually issue the documents and its liability extends only to the company’s performance of its duties.

An inbound shipping air bill is provided with this pack for your convenience. Use of the air bill is for single use, FedEx Priority Overnight shipping within the continental United States at a rate of \$29.00. Use of the air bill does not guarantee any responsibility on behalf of ItsEasy but is subject to the terms and conditions of FedEx. While you are not required to use the included air bill, one of the benefits is the ability of ItsEasy to track the shipment and work directly with FedEx to resolve any delivery delays or issues.

Selecting of “ItsEasy Select” service authorizes ItsEasy to select visa types and services based on its knowledge of the industry, Embassy/consulate offerings, requested document return date provided and documents provided by you. ItsEasy’s service selections are based on expectations provided by issuing authorities. ItsEasy is not liable for delays outside of its control in relation to service selections.

Selecting of “Fast Track” service authorizes ItsEasy to process the request as quickly as possible with the expressed understanding that additional fees may be incurred. ItsEasy is not liable for delays outside of its control in relation to service selections.

When documents are returned to you, it is your responsibility to review the documents for accuracy. It is also important to understand that passports may be cancelled at any time by the issuing authority. Visas are a “pre-approval” for entry to a foreign country and do not guarantee entry. Determination of entry is done by immigration agents upon arrival. Regardless of proper visa paperwork, an immigration official may deny entry, charge additional fees at time of entry or require additional forms or procedures to be followed.

By submitting a request to ItsEasy, you agree to all of the terms and conditions listed both above and additional terms and conditions can be found at

[www.itseasy.com/about\\_us/legal](http://www.itseasy.com/about_us/legal)