



**CHINESE CIVIC CENTER**  
**Visa & Passport Services**  
**Order Form**

Office Use Only

**1. APPLICANT(S) INFORMATION:**

(Use separate sheet to list all members of a group when necessary)

Last Name	First Name	Day-Time Phone	Passport Number

**2. MAILING INFORMATION:**

<b>Name:</b>					
<b>Company:</b>					
<b>Street Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Phone:</b>		<b>Email:</b>			
<b>Delivery Option: (Residential only)</b>	Signature required (add \$3.00) <input type="checkbox"/>		Deliver without signature <input type="checkbox"/>		

\*\*\* FedEx no longer requires a signature on delivers to residential address, unless a signature is required by sender. FedEx charges a fee for such requests. If you prefer to have your passport returned to your home address and require a signature, please check the 'Signature require' box above for a \$3.00 fee. Otherwise, we strongly encourage you to use your business address for return shipping.

**3. SERVICES REQUESTED:**

Service Type:		Number of Entries				Processing Time		
		Single	Double	Multiple (6 Month)	Multiple (12 Month)	Regular (4-6 Days)	Express (2-3 Days)	Rush (1-2 Days)
<b>Chinese Visa</b>	<b>Tourist (L)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Business (F)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Work (Z)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Student (X)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hong Kong Visa</b>		N/A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Passport Renewal</b>		N/A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Travel Document</b>		N/A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other (Please specify)</b>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Departure Date:</b>		Month:		Date:		Year:		
<b>Need passport back by :</b>		Month:		Date:		Year:		

\*\*\* For Rush service, please send your documents via FedEx Priority Overnight or UPS Next Day Service only. Applications received after 10:30am will be processed the next business day.

**4. PROCESSING FEES:**

<b>Consulate Fee:</b>	\$
<b>CCC Visa Service Fee:</b>	\$
<b>Return FedEx Fee:</b>	\$
<b>Delivery Signature:</b>	\$
<b>Total Fees:</b> (Payable to Chinese Civic Center)	\$
\$20.00: FedEx 2 <sup>nd</sup> day (up to 10 passports); \$28.00: FedEx Overnight; \$35.00: FedEx to Alaska, Hawaii and Puerto Rico; \$40.00: FedEx Saturday Delivery; \$60.00: FedEx First Overnight;	<b>*** U.S. Postal Service Priority Mail may take up to 2-3 business days. It normally does not have a tracking number. CCC is not responsible for loss of passports or other materials occasioned by the U.S. Postal Service. Use Priority Mail at your own risk.</b>

**5. PAYMENT INFORMATION:**

<b>Personal/Company Check:</b> (Personal/Company checks are accepted for 4-day regular services only. Returned checks are subject to \$25 penalty)	<input type="checkbox"/>
<b>Cashier's Check:</b>	<input type="checkbox"/>
<b>Money Order:</b>	<input type="checkbox"/>

*By signing below, I have read and agreed to the terms and conditions listed on [www.cccvisa.com/disclaimer.html](http://www.cccvisa.com/disclaimer.html) , I understand all fees are non-refundable.*

<b>Signature:</b>	<b>Date:</b>
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**Please send all required documents to the following address using a traceable courier – FedEx, UPS, DHL, Express Mail or Certified Mail. Same-day rush service must be received by 10:30 AM. Regular and express services must be received by 12:30 PM to be processed on the same day it was received. Applications received after 12:30 PM will be processed the next business day.**

**Chinese Civic Center  
5905 Sovereign Dr.  
Houston, TX 77036**

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