



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:

Name:					
Company:					
Street Address:					
City:		State:		Zip:	
Phone:		Email:			
Delivery Option: (Residential only)	Signature required (add \$5.00) <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 \$5.00 fee. Otherwise, we strongly encourage you to use your business address for return shipping.

3. PROCESSING FEES:

Consulate Fee:	\$
CCC Visa Service Fee:	\$
Return FedEx Fee:	\$
Delivery Signature:	\$
Total Fees: (Payable to Chinese Civic Center)	\$
\$25.00: FedEx 3 rd day (up to 4 passports); \$45.00: FedEx Overnight; \$55.00: FedEx to Alaska, Hawaii and Puerto Rico;	*** 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.

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

Signature:	Date:
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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.

Cell: (281)690-1143 Tel: (713) 772-1133 Fax: (713) 772-1399
www.cccvisa.com Email: info@cccvisa.com