



30 Rockefeller Plaza, Concourse Level, New York, New York, 10112 Tel. (212) 586-8880 Fax. (212) 956-7959

ORDER FORM

APPLICANT INFORMATION

First Name: _____ Last Name: _____ Date of Birth: ____/____/____
Date of Departure: ____/____/____ Destination: _____ Phone #: (____) _____
Home Address: _____ City: _____
State: _____ Zip: _____ Email: _____

Print specific street address where you would like your completed documents to be sent. (No P.O. Boxes)

Address: _____
City: _____ State: _____ Zip: _____ Phone: (____) _____

PASSPORT SERVICES NEEDED

GOVERNMENT FEE:

(Separate check or money order)

- NEW ADULT PASSPORT Government Fee – \$160.00
(includes \$25.00 cash adjudication fee)
- PASSPORT RENEWAL Government Fee – \$135.00
- CHILD PASSPORT Government Fee – \$145.00
(includes \$25.00 cash adjudication fee)
- REPLACEMENT PASSPORT Government Fee – \$160.00
(includes \$25.00 cash adjudication fee)
- PASSPORT AMENDMENT Government Fee – \$60.00
- NON-RUSH RENEWALS – \$75.00

IT'S EASY, INC. SERVICE FEE:

(Check or Money Order – NO STARTER CHECKS ACCEPTED)

- 1-2 Days Service Fee – \$250.00
- 4 DAYS Service Fee – \$175.00
- ONE WEEK Service Fee – \$135.00
- TWO WEEK Service Fee – \$100.00
- NON RUSH Service Fee – \$35.00

RETURN (Shipping options for expedited services only)

- OVERNIGHT SHIPPING – \$ 25.00
- SATURDAY SHIPPING – \$ 30.00
- FIRST OVERNIGHT – \$ 55.00
- INCLUDED PRE-PAID AIRBILL
- FEDEX/UPS Account # _____

PAYMENT INFORMATION (Fees should be paid by Personal Check or Money Order) (GOVERNMENT FEE IS PAYABLE TO "US DEPARTMENT OF STATE")

It's Easy, Inc. Service Fees and all Shipping Fees can be combined in one check or money order.

Government Fee: _____

It's Easy, Inc. Service Fee: _____

Shipping Fee _____

Total Fee: _____