



# SERVICE ORDER FORM

## Contact information

Full name:

Contact phone number:  Additional phone number:

Email:  Additional email (if applicable):

## Delivery information

I authorize ILS to ship my passport to the following address:

Choose delivery option: **Signature required**

**No signature required**

Intended date of departure from USA?

\* Please note that ILS doesn't recommend purchasing tickets before visa has been granted. Please be aware of our processing time and note that processing begins only when all documentation requirements are met:

- Regular service processing time – (approximately) – 2 weeks
- Rush service processing time – (approximately) – 5-6 business days (excluding 3 year visas)
- Regular service for 3 years visa – (approximately) – 2-3 weeks

## Additional services

I would like to add a declared value (DV) service to compensate my losses if my passport is lost or damaged (see Declared Value and Limits of Liability) and I have enclosed:

\$3 for \$100 DV

\$10 for \$350 DV

\$20 for \$750 DV

I would like ILS to make corrections to my visa application on my behalf if there are any mistakes and I have enclosed an additional \$30. My application password is

Please note that you will be notified about mistakes by email(s) provided and you will need to confirm/approve corrections indicated.

I would like use to use "Express delivery" service which allows my documentation to be submitted to the Embassy the same day and I have enclosed an additional \$30.\*\*

I would like to receive an automated SMS notification once my visa is ready and I have enclosed additional \$3.

\*\* This Service is available only for packages delivered before 12 pm and in condition that all required documentation has been received.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Declared Value and Limits of Liability (Not Insurance Coverage):

1. The declared value represents ILS's maximum liability in connection with the return of documents to you, including, but not limited to, any loss, damage, delay, or non-delivery of the documents by the UPS. It is the applicant(s) responsibility to prove actual damages. Prior to payments of any claim by ILS, loss, or non-delivery of documents must be confirmed by the UPS. Exposure to and risk of any loss in excess of the declared value is assumed by the applicant(s). You may transfer this risk to an insurance carrier of your choice through the purchase of an insurance policy. Contact an insurance agent or broker if you desire insurance coverage. **WE DO NOT PROVIDE INSURANCE OF ANY KIND**
2. ILS is not liable for any loss of or damage to documents unless the documents were lost during delivery or there was visible damage noted by the UPS or concealed damage to documents. Receipt of the shipment by the applicant without notice of damage on delivery is prima facie evidence that the documents were delivered in good condition. ILS's liability for any loss or damage will not exceed the declared value amount.
3. **ANY EFFORT TO DECLARE A VALUE PER PASSPORT IN EXCESS OF THE MAXIMUMS ALLOWED IS NULL AND VOID.**