



Travel Information Services, Inc.  
**INTERNATIONAL VISA SERVICE**

**Personal Information and Shipping Form**

Please print form and fax or Email to our office before shipping

**Please print this information**

Name as it appears on application \_\_\_\_\_

Name of person sending application (if different \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Office \_\_\_\_\_

Cell \_\_\_\_\_ Email address \_\_\_\_\_

What are you sending? Passport applications \_\_\_\_\_ Visa applications \_\_\_\_\_

How are you sending this package?

Postal \_\_\_\_\_ FEDEX \_\_\_\_\_ UPS \_\_\_\_\_ DHL \_\_\_\_\_ Other \_\_\_\_\_

Date shipped \_\_\_\_\_ Tracking number \_\_\_\_\_

If you are using a credit card please complete:

Credit card number \_\_\_\_\_ Expires \_\_\_\_\_

Name on card \_\_\_\_\_ Cid# \_\_\_\_\_

Billing address zip code \_\_\_\_\_

I, the undersigned authorize International Visa Service to bill my credit card for charges related to obtaining the work requested. These charges may include; Service Charge, Government Fee, money order fees and return shipping as discussed.

**Applicant's signature** \_\_\_\_\_

Fax or E-mail this form **PRIOR** to shipping and included the original signed form with the request.  
FAX: 404-843-2259 E-mail: [ivs@visalady.com](mailto:ivs@visalady.com) Make sure you have included all of the copies and required documents to complete your application request.

**"See Instructions on our website"**  
[www.visalady.com](http://www.visalady.com)

**316 Hammond Drive N.E. Atlanta, Georgia 30328 1-800-627-1112**