

travisa

WHEN YOU NEED IT FAST!

120 S. State Street, Flr.3

Chicago, IL 60603

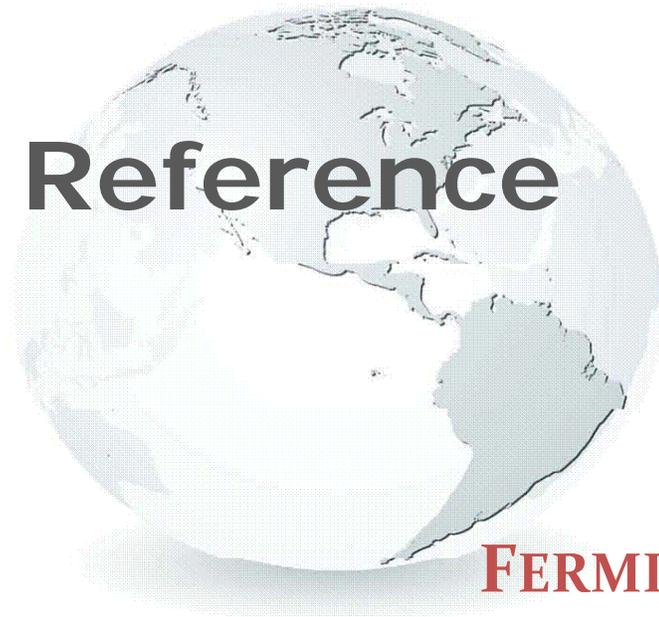
Tel: (312) 332-1161

Fax: (312) 332-1163

www.travisa.com

GLOBAL PASSPORT & VISA MANAGEMENT

Client Reference



FERMILAB

ACCOUNT CODE: CC5011

Account Management Contact:

Hedi Perotto

Account Manager

(312) 332-1161, ext.5

hperotto@travisa.com

For more information or to place an order, please visit our website for corporate clients at

www.travisa.com/partnerone

You will find detailed Instructions and all forms for your destination, along with the option for live chat with one of our professional Visa & Passport Consultants.

If you prefer to call one of the Consultants in a Travisa Office near you, see page 7

Travisa Passport & Visa Process

STEP 1 *Prepare Visa/Passport Application Documents*

- A. Go to www.travisa.com/partnerone for detailed processing instructions and to download required forms.
- For VISA APPLICATIONS: - Go to the search box labeled **NEED A VISA?**, enter traveler's destination, citizenship, and state of residence to access the visa instruction sheet; then follow the directives for the visa you need.
 - For PASSPORT APPLICATIONS - Select the **PASSPORTS** tab at the top and select the desired service on the left margin to access the passport instruction sheet; then follow the directives on that page.
- B. Call Travisa to reserve a passport appointment or to ask questions.

STEP 2 *Place Order with Travisa – Global Reservation Form*

- A. Submit all orders electronically to Travisa via our Global Reservation Form (GRF). A link to this on-line order form is provided on each Instruction Sheet from Step 1 above.
- To access the form, follow the link from the instruction sheet and enter your email address, birth date, and corporate account code to access the form (*Please, use your own email and birth date information if different from traveler's as these will become your system access ID and password for future status checks*). The account code for **Fermilab** is **CC5011**.
 - Complete the form with the required information. Holding the cursor over any field label will provide 'help' information for that particular field.
 - Print two copies of the Order Summary page at the end. You will be provided with a file number for your order and the address of the Travisa office where your documents should be sent.
- B. Send all required forms, documents, passport, and a copy of the GRF Order Summary to the Travisa address shown on the Order Summary, using FedEx or similar traceable carrier. Keep one copy of the GRF Order Summary for your files.

STEP 3 *Travisa Processes Visa/Passport Application Documents*

- A. Processing by Travisa includes:
- Confirmation email upon receipt of documents
 - Review of documents for correct documentation and processing timeframes
 - Preparation of documents for submission to Consulate/Embassy or Passport Agency
 - Monitoring of documents to ensure required timeframes are met
 - Review of completed documents to ensure accuracy
 - Completion of payment transaction and preparation of documents for shipping
 - Confirmation email when passport returns home with shipping tracking number

Step 4 *Check Order Status On-line Anytime*

- A. Go to www.travisa.com/partnerone to check your order status on-line anytime.
- Select the **CHECK STATUS** tab at top (right side).
 - Enter the email address and date of birth that was used when completing the GRF
- B. If you have placed multiple orders, you can filter your status check by selecting Active, Partially Completed, Closed, or All Orders. The file number, passenger name, detail of file by visa type, status message, processing location, and date will display per filter.

2010 SERVICES & FEE SCHEDULE

The following fee schedule does not require a volume commitment

Visa Processing Service

Visas for U.S. Citizens (Tourist, Business, Transit)	
Regular processing	\$ 50.00*
Rush processing	\$ 99.00
Emergency (same-day) processing	\$122.00
Visas for Non-U.S. Citizens (Tourist, Business, Transit)	
Regular processing	\$ 80.00
Rush processing	\$160.00
Emergency processing	\$160.00
Employment & Entry Visas for U.S. and Non-U.S. Citizens	
Regular processing	\$ 84.00
Rush processing	\$168.00
Student Visas for US and Non-US Citizens	
Regular processing	\$ 80.00
Rush processing	\$160.00

*EXCEPTION: Regular processing for this fee category in our ATLANTA office is \$65.00 instead of \$50.00

Passport Processing Service

U.S. & Non-U.S. Passport Processing	
3 to 9 days processing	\$ 99.00
48hrs processing	\$179.00
Same-day / Next-day processing	\$199.00

Other Services

Document Legalization	
1st Document	\$ 37.00
Each document thereafter	\$ 23.00
Shipping Costs (Continental US)	
Overnight delivery: 3 passports or less	\$ 22.95
Saturday delivery – 3 passports or less	\$ 38.00

Client can choose to include pre-paid FedEx or UPS air-bill/envelope or pick up documents at Travisa's office and avoid above shipping fees.

Important Notes & Misc.

- Fees listed under "Rush" or "Emergency" processing represent the entire service fee for those services: unlike some competitors' rush fees, ours are NOT surcharges added to regular fees.
- Fees charged by the U.S. Government and foreign Consulates are in addition to service fees stated above. Please refer to fees shown on our website under "US Government Fees" (for passports) or "Consular Fees" (for visas) in the Instructions Sheet for the particular service you need.
- Group discounts are available for groups of 5 or more travelers with the same itinerary. Orders have to be pre-paid with business check and processed in same jurisdiction in order to be eligible for group discount.

TRAVISIA OFFICES

Washington, DC (HQ)

1731 21st Street, NW
Washington, DC 20009
Tel: (202) 463-6166; (800) 222-2589
Fax: (202) 293-1112
E-mail: washington@travisa.com
Hours of operation: 9:00 am to 5:00 pm EST

New York

290 Fifth Ave., 4th. Floor
New York, NY 10001
Tel: (212) 613-2223
Fax: (212) 613-2287
E-mail: ny@travisa.com
Hours of operation: 9:00 am to 5:00 pm EST

Miami

2655 Le Jeune Rd. Ste. 1004
Coral Gables, FL 33134
Tel: (305) 774-7272
Fax: (305) 774-1797
E-mail: miami@travisa.com
Hours of operation: 9:00 am to 5:00 pm EST

Chicago

120 S. State Street, Unit 3
Chicago, IL 60603
Tel: (312) 332-1161; (800) 766-0608
Fax: (312) 332-1163
E-mail: chicago@travisa.com
Hours of operation: 9:00 am to 5:00 pm CST

Houston

4550 Post Oak Place, Suite 251,
Houston, TX 77027
Tel: (713) 961-3500
Fax: (713) 961-3506
Email: houston@travisa.com
Hours of operation: 9:00 am to 5:00 pm CST

San Francisco

41 Sutter Street, Suite 214
San Francisco, CA 94104
Tel: (415) 837-0771; (800) 421-5468
Fax: (415) 837-0775
E-mail: sanfrancisco@travisa.com
Hours of operation: 9:00 am to 5:00 pm PST

Los Angeles

5455 Wilshire Boulevard, Suite 716
Los Angeles, CA 90036
Tel: (323) 932-7300
Fax: (323) 932-7304
E-mail: losangeles@travisa.com
Hours of operation: 9:00 am to 5:00 pm PST

Puerto Rico

San Patricio Plaza
Guaynabo, PR 00968
Tel: (787) 273-6022
Fax: (809) 273-6070
Email: sanjuan@travisa.com
Hours of operation: 9:00 am to 5:00 pm EST

Atlanta

(Processing Location Only)
3475 Lenox Road, Suite 400
Atlanta, GA 30326

London

23 Pembridge Square
London W2 4DR
Tel +44 (0) 207 792 1155
Fax +44 (0) 207 727 2848