

## **Visa Pre-Check Process**



1

**Complete Your  
Application**



2

**Scan Your Application  
and Documents**



3

**Upload Your Application  
and Documents**

AmericanPassport.com Visa Pre-Check service documents will be reviewed within three hours of receipt and the contact for the order will receive a response to email requests received before 4:00 pm on Monday – Friday. Request received after 4:00 pm will be responded to by 11:00 am the following business day.

### **Service Fees:**

<b>First Destination</b>	<b>Second Destination</b>	<b>Subsequent Destination</b>
\$70.00	\$30.00	\$20.00

Fees are exclusive of all other service fees, embassy fees or shipping fees.

### **Terms of Use**

By submitting your documents to AmericanPassport.com for pre-checking you will be consenting to the following statements in addition to the standard AmericanPassport.com Terms of Use:

- To complete the Visa pre-check we will require a scan of the applicant's identity page(s) of the passport along with any residence visas to be included with the supporting documentation for the visa.
- AmericanPassport.com will only check the documentation submitted together at the same time and it must include an AmericanPassport.com Visa Pre-Check order form. You must submit all the required documents and forms that are listed in the AmericanPassport.com Visa Application kit or are listed on the website.
- The AmericanPassport.com Visa Pre-Check fee is non-refundable and charges will apply at the time your documents are received and a check has been completed.
- Additional fees will apply if a second check of your documents is needed after amendments have been made to the original documents that were submitted.
- We require users of AmericanPassport.com Visa Pre-Check to submit approved paperwork within three business days. Orders submitted outside this timeframe cannot be assumed correct due to changes that could be imposed by embassies.
- Time zone differences must be considered when using AmericanPassport.com Visa Pre-Check. Your state of residence and where you need to get your visa processed may affect the response time if it is outside of working hours.

If you have questions contact our AmericanPassport.com specialist at 800-455-5166.

Complete the Visa Pre-Check order form scan and save it to your computer. Then upload it and the rest of your documents securely at [americanpassport.com/upload-forms?service=precheckservice](http://americanpassport.com/upload-forms?service=precheckservice)

**Account Code/ Name:**

**State of Residence:**

## Important Travel Dates

Date passport must be back in your possession:

Date of next international trip:

## Applicant Information

Name (as printed in your passport)

Passport Number

Expire Date

Date of Birth (mm/dd/yy)

Nationality

## Contact Information—Who should we contact regarding this order?

Contact Name

Phone Number

Email

Primary Contact:

Alternate Contact:

## Visa Pre-Check Services

Country	Entry Date	Exit Date	Type (Tourist, Business, Work, etc.)	Validity	# of Entries
#1:					
#2:					
#3:					

## Payment Method

Card Number:

Expire Date:

Name on Card:

Signature:

I confirm that I have read and agree to the AmericanPassport.com Terms of Use. Visit [americanpassport.com/terms-of-use](http://americanpassport.com/terms-of-use)

Before we can start the Visa Pre-Check service we must have all of the required documents and completed forms.

Complete the Visa Pre-Check order form scan and save it to your computer. Then upload it and the rest of your documents securely at [americanpassport.com/upload-forms?service=precheckservice](http://americanpassport.com/upload-forms?service=precheckservice)

Please note that you will only be able to upload 3 documents at a time, up to 7MB in total. If you have more than 3 documents, please complete another upload (up to 3 more documents) until all documents have been sent.