



Deliver / Mail to: 1000 Finch Avenue West, #900
 Toronto, ON M3J 2V5
 +1-866-334-0811 - Toll Free
 +1-416-800-0343 - Local

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

Section 1: CONTACT INFORMATION

LAST NAME FIRST NAME TELEPHONE
 E-MAIL **SELECT CHECK MARK TO AGREE.** E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice.

Section 2: SELECT PASSPORT PROCEDURE TO BE PROCESSED

RUSSIAN PASSPORT PROCESSING. PLEASE INDICATE PRICE FOR PAYMENT IN THE BOX \$ PASSPORT FEE + TAX
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TOTAL COST \$ **BOX A**
SUM UP ABOVE BOXES

Section 3: OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

Pick-up at Toronto office - \$0 Courier Overnight CAN - \$35 FedEx Overnight USA - \$65 **TOTAL RETURN COST** \$ **BOX B**
Some rural locations cost more
 Local Courier Same Day \$100+ National Same Day - \$350

Return Address: (IF PAYING FOR RETURN)

Name
 Address
 City Post Code
 Third Party Pickup: Provide Name

Absolute latest date by which you must have your document returned to you

Section 4: PAYMENT FOR YOUR PASSPORT - PLEASE SELECT YOUR PREFERRED METHOD

Visa MasterCard AMEX
 E-mail transfer PayPal Wire Transfer

PAYMENT NOTES: Wire transfers are available from abroad. Such may be carried out through Money Gram, Western Union or SWIFT Bank Transfer in CANADIAN FUNDS. Add a service fee of \$20 for Wire Transfer Service. 2.5% will be added for all credit cards & paypal transactions

Card Number Expiry CVC **SUBTOTAL (ADD BOX A&B)** \$
 Card Billing Address
 City Post Code
TOTAL SERVICE CHARGE TO BE APPLIED TO MY CREDIT CARD OR OTHER PAYMENT METHOD \$

By using the services of RCTC CORP, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a PASSPORT. By signing this document, I accept in whole the following terms, conditions and limitations: RCTC CORP can not and does not guarantee a PASSPORT will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. RCTC CORP does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. RCTC CORP is not liable for any stolen or lost passport, and has no liability for late delivery of passports, and RCTC CORP does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of PASSPORT or what may be affected by processing times or denial of PASSPORT. RCTC CORP does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of PASSPORT by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. RCTC CORP will charge full amount per passport for cancelled applications after the documents have been received for processing. I understand and fully accept the above mentioned. **BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.**

Signature Current Date :