**A Briggs Passport & Visa Expeditors**

**Q & A**

1. What is A Briggs Passport & Visa Expeditors and why am I hearing about it now?
* A Briggs is a service that secures passports and visas on behalf of international travelers who are US citizens, residents or long-term US visa holders. A Briggs works directly with the US Department of State for passports and with foreign consulates located in the US for visas.
* This service is particularly useful when a visa or passport application must be expedited.
* As of January 2012, the UW has a contract with A Briggs to provide discounted fees.
1. What is a visa and when is it needed?

A visa is a travel document required by many countries, in addition to a passport, for entry to that country. Each country has its own visa policy. See the [UW A Briggs web site](https://www.abriggs.com/?corporateID=UW) for requirements.

1. What services does A Briggs provide?
* Visa application processing on a non-rush, rush or emergency basis, when allowed by a consulate. Note, service fees are higher for rush and emergency visa applications.
* Passport application processing which can be done in as little as 24 hours, subject to space availability. Note, service fees increase with the speed required for service.
* [UW A Briggs web site](https://www.abriggs.com/?corporateID=UW) which provides up-to-date visa and passport document requirements, and links to applications and CDC immunization requirements.
* E-mail updates of the application progress.
* Web-based tracking function of application status.
* Use of UW's FedEx or UPS account number for shipping. A Briggs can accept UW Procard as payment for services.
* On-line access to accounting information for easy credit card reconciliation of charges and refunds.
* Reporting tools that are available via web-based access.
* An office in downtown Seattle in addition to 16 offices nation-wide.
1. What are the A Briggs service fees? Note, these fees are in addition to the cost of a passport or visa, and the fee for expediting passports charged by the Department of State. For example, an emergency China visa costs $268 (the China consular emergency fee for issuing the visa is $170 and the A Briggs emergency fee for handling the processing is $98), plus shipping.

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| **Passport Services** | **Fee Schedule** |
| Passport 15+ days prior to departure | $38 |
| Passport 11-14 days prior to departure | $48 |
| Passport 4-10 days prior to departure | $73 |
| Passport 1-3 days prior to departure | $126 |
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| **Visa Services—Subject to Consulate Offerings** | **Fee Schedule** |
| Visa Non-rush (as defined by the consulate) | $36 |
| Visa Rush (as defined by the consulate) | $74 |
| Visa Emergency (as defined by the consulate) | $98 |

1. Is there a charge from A Briggs for canceling a passport or visa application?
* If an application has not been submitted to a consulate, there is no A Briggs cancellation fee.
* If an application has been submitted to a consulate, all fees are non-refundable. However, there is no A Briggs cancellation fee.
1. What’s the advantage of using A Briggs?
* A Briggs can relieve faculty, staff and students from doing this administrative task.
* Pre-submission review by A Briggs can identify missing or incomplete documentation.
* A Briggs reviews the visa issued by the consulate. If something other than what was requested is issued, the applicant is contacted regarding the difference.
* Dedicated staff monitor the progress of a visa application and can respond quickly to additional requests for information.
* Rush and emergency visa applications (if applicable to a consulate) can be processed faster if handled by A Briggs than if done a faculty or staff member.
* Departments can have a customized A Briggs portal created for accessing services.
* A Briggs can provide customized reports for departments to track the visa processing.
1. How do I access A Briggs?
* [UW portal at the A Briggs website](https://www.abriggs.com/?corporateID=UW) (be sure to open on UW site to get contracted fees)
* Contact Mandy Machamer, the A Briggs, Seattle Office Regional Director, at:
	+ phone: 206.973.2921
	+ e-mail: mmachamer@abriggs.com
	+ Skype: mandy machamer
1. Do I have to process visa and passport applications through A Briggs?

No, UW travelers are not required to use A Briggs.

1. Can A Briggs process visa applications for foreign citizens or green card holders in the US?

A Briggs can process visa applications for any US citizen, US resident (green card holder) or US long-term visa holder (student, business visa, etc). Note, A Briggs cannot assist a foreign citizen to obtain a US visa to enter this country. Contact the INS Application Support Center at 1-800-375-5283 for assistance.

1. Can A Briggs process student visa applications?

A Briggs can process a student visa application if the consulate allows third-party submission (A Briggs would be the third-party). If a consulate requires a personal appearance as part of the application process, A Briggs cannot submit the application. However, A Briggs can advise, without charge, on needed documentation.

1. Can I use A Briggs to apply for a visa for personal travel?

Yes, any UW faculty, staff or student may apply for personal travel visas using A Briggs. However, the contracted state rates can only be used for travel on UW-related business.

1. Can I use A Briggs to apply for a visa for my family when they accompany me on a UW business-related trip?

No, the contracted rates cannot be used for visas for family members accompanying a UW employee on a business-related trip. The visa for the employee would be at the contract price. The employee would pay retail price for visas for accompanying family members.