

# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### ELECTRONIC REQUESTS

#### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

#### BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

#### RETURN INFORMATION

**PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,  
IF DIFFERENT FROM THE ONE LISTED ABOVE**

EMAIL FOR RETURN OF DOCUMENT:

#### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## CAMBODIA E-VISA

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

|                          |   |                   |   |
|--------------------------|---|-------------------|---|
| VALID PASSPORT:          | 1 | REQUEST FORM:     | 1 |
| PASSPORT TYPE PHOTO (S): | 1 | TRAVEL ITINERARY: | 1 |

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

|                                    |                |
|------------------------------------|----------------|
| VIP SERVICE FEE: (REGULAR PROCESS) | <u>\$95.00</u> |
| CONSULATE FEE: (SEE NEXT PAGE)     | <u>\$36.00</u> |
| MONEY ORDER:                       | <u>\$6.00</u>  |
| OTHER FEES: _____                  | _____          |
| TOTAL: (NO PERSONAL CHECKS PLEASE) | _____          |

#### RETURNING OF COMPLETED EVISA

THE COMPLETED E-VISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED E-VISA.

REGULAR PROCESS TIME: **3 TO 5 DAYS**

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE EVISA HAS BEEN APPROVED AND IN IN-HAND.

REVISED 12-4-2018 JENN

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## CAMBODIA (E-VISA)

IF YOU WILL BE TRAVELING TO CAMBODIA FOR BUSINESS OR TOURISM AND STAYING LESS THAN 30 DAYS, YOU MAY QUALIFY TO APPLY FOR A SINGLE-ENTRY E-VISA PRIOR TO TRAVEL. IF YOU WOULD LIKE FOR VIP TO APPLY FOR THE E-VISA ON YOUR BEHALF, PLEASE SEND THE FOLLOWING DOCUMENTS:

### E-VISA:

- 1.) ONE (1) COPY OF U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
  - IF EMAILING DOCUMENTS, PLEASE BE SURE PHOTO IS IN .JPEG FORMAT
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COPY OF TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$ 36.00 – SINGLE ENTRY

**INSTRUCTIONS:** TO SUBMIT YOUR REQUEST FOR AN ELECTRONIC VISA, PLEASE EITHER EMAIL A COPY OF ALL REQUIRED DOCUMENTS TO OUR OFFICE, OR SEND THE COPIES WITH YOUR ORIGINAL PHOTO TO THE ADDRESS LISTED ABOVE. IF EMAILING THE COPIES FOR PROCESSING (SEND TO [VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM) ), PLEASE BE SURE TO CALL OUR OFFICE ONCE THE DOCUMENTS HAVE BEEN SENT TO ENSURE THE REQUEST HAS BEEN RECEIVED. ONCE THE VISA HAS BEEN SUBMITTED AND APPROVED, WE WILL EMAIL THE E-VISA TO THE EMAIL ADDRESS PROVIDED.

**VALIDITY:** E-VISAS ARE VALID FOR A SINGLE ENTRY, UP TO 90 DAYS FROM THE DATE OF ISSUE, ALLOWING A STAY OF UP TO 30 DAYS. IF YOU WOULD LIKE A STANDARD VISA BY SUBMITTING ALL ORIGINAL DOCUMENTS TO THE CONSULATE FOR PROCESSING, PLEASE SEE OTHER INSTRUCTIONS FOR MORE INFORMATION.

REVISED 12-4-2018 JENN

# CAMBODIA E-VISA REQUEST FORM

SURNAME.....

GIVEN NAME.....

PASSPORT TYPE.....

PASSPORT NUMBER.....

PASSPORT DATE OF ISSUE.....

PASSPORT DATE OF EXPIRY.....

GENDER.....

DATE OF BIRTH.....

PRESENT NATIONALITY.....

COUNTRY OF RESIDENCE.....

PREVIOUS NATIONALITY (IF ANY).....

FORMER NAMES (IF ANY).....

.....

STREET ADDRESS  CITY/ STATE

ZIP CODE  COUNTRY

EMAIL ADDRESS  PHONE NUMBER

MARITAL STATUS  GENDER

PRIMARY PURPOSE OF VISIT

PRIMARY OCCUPATION

APPLICANTS SIGNATURE ..... DATE .....