

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 Email: 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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CANADA ELECTRONIC TRAVEL AUTHORIZATION (ETA)

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	ETA REQUEST FORM:	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY

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>\$7.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

RETURN SHIPPING FEES (SELECT ONE)

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: **1 TO 2 DAYS**

COMMENTS : _____

REVISED 12-19-2018 JENN

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CANADA ELECTRONIC TRAVEL AUTHORIZATION (ETA)

THE ETA (*ELECTRONIC TRAVEL AUTHORITY*) IS REQUIRED FOR ENTRY FOR ALL U.S. CITIZENS TRAVELING BY AIR INTO CANADA.

IF YOU WOULD LIKE TO HAVE OUR COMPANY APPLY FOR IT ON YOUR BEHALF, PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

- 1.) ONE COPY OF THE INFORMATIONAL PAGE OF VALID U.S. PASSPORT (*MINIMUM OF 6 MONTHS REMAINING VALIDITY*)
- 2.) ONE COMPLETED APPLICATION
- 3.) COPY OF TRAVEL ITINERARY (*IF AVAILABLE*)
- 4.) COMPANY LETTER OF GUARANTEE (*IF APPLICABLE*)

PLEASE NOTE: THE EMBASSY/CONSULATE WILL USUALLY ISSUE AN ETA VALID FOR UP TO FIVE (5) YEARS, OR UNTIL THE PASSPORT EXPIRES – WHICHEVER OCCURS FIRST.

REVISED 12-19-2019 JENN

APPLICATION FOR A ELECTRONIC TRAVEL AUTHORIZATION

(FOR A STAY OF UP TO 6 MONTHS)

APPLICATION INFORMATION

1. GIVE APPLICANT DETAILS

(AS SHOWN IN PASSPORT)

SURNAME:

GIVEN NAM(S):

GENDER: MALE FEMALE

DATE OF BIRTH (DD/MM/YYYY):

NATIONALITY:

PASSPORT NUMBER:

PASSPORT ISSUE DATE:

PASSPORT EXP. DATE:

COUNTRY OF BIRTH:

2. **ALIAS** – Have you ever been known by any other name(s)?

3. CURRENT OCCUPATION

4. CURRENT ADDRESS

STREET ADDRESS

CITY/STATE/ZIP

5. TELEPHONE NUMBER

HOME:

WORK:

6. CRIMINAL RECORD – HAVE YOU EVER HAD A CRIMINAL CONVICTION? YES NO

BUSINESS ACTIVITIES (WHEN APPLICABLE)

7. PLEASE DESCRIBE PURPOSED BUSINESS ACTIVITIES IN AUSTRALIA

8. PROPOSED ARRIVAL DATE: DAYS

9. LENGTH OF STAY:

10. HAVE YOU EVER BEEN REFUSED A VISA OR PERMIT, DENIED ENTRY TO, OR ORDER TO LEAVE CANADA OR ANY OTHER COUNTRY/TERRITORY?

YES NO

11. HAVE YOU EVER COMMITTED, BEEN ARRESTED FOR, BEEN CHARGED WITH OR CONVICTED OF ANY CRIMINAL OFFENCE IN ANY COUNTRY/TERRITORY?

YES NO

12. IN THE PAST TWO YEARS, WERE YOU DIAGNOSED WITH TUBERCULOSIS, OR HAVE YOU BEEN IN CLOSE CONTACT WITH ANY PERSON WITH TUBERCULOSIS?

YES NO

SIGNATURE OF APPLICANT:

DATE (DD/MM/YYYY)