

# 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)



## **ATTENTION:**

MANY TRAVELERS MAY ENTER CANADA WITHOUT OBTAINING A VISA PRIOR TO ARRIVAL. HOWEVER, WHEN TRAVELING BY AIR, THESE VISITORS MUST OBTAIN AN ELECTRONIC TRAVEL AUTHORIZATION (ETA) BEFORE ARRIVING IN CANADA. BELOW ARE THE COUNTRIES WHO DO NOT REQUIRE A VISA, BUT WILL BE REQUIRED TO OBTAIN AN ETA IN ORDER TO ENTER CANADA BY AIR TRAVEL:

|                           |                   |              |          |                                    |             |
|---------------------------|-------------------|--------------|----------|------------------------------------|-------------|
| ANDORRA                   | AUSTRALIA         | AUSTRIA      | BAHAMAS  | BARBADOS                           | BELGIUM     |
| BRITISH OVERSEAS CITIZENS | BRUNEI DARUSSALAM | BULGARIA     | CHILE    | CROATIA                            | CYPRUS      |
| CZECH REP.                | DENMARK           | ESTONIA      | FINLAND  | FRANCE                             | GERMANY     |
| GREECE                    | HONG KONG         | HUNGARY      | ICELAND  | IRELAND                            | ISRAEL      |
| ITALY                     | JAPAN             | REP OF KOREA | LATVIA   | LIECHTENSTEIN                      | LITHUANIA   |
| LUXEMBOURG                | MALTA             | MEXICO       | MONACO   | NETHERLANDS                        | NEW ZEALAND |
| NORWAY                    | PAPUA NEW GUINEA  | POLAND       | PORTUGAL | ROMANIA (ELECTRONIC PASSPORT ONLY) | SAMOA       |
| SAN MARINO                | SINGAPORE         | SLOVAKIA     | SLOVENIA | SOLOMON ISLANDS                    | SPAIN       |
| SWEDEN                    | SWITZERLAND       | TAIWAN       | U.A.E.   | U.S.A.                             | VATICAN     |

IF YOU WOULD LIKE FOR VIP TO ASSIST IN OBTAINING THE ETA ON YOUR BEHALF, PLEASE SEE NEXT PAGE(S) FOR INSTRUCTIONS.

THANK YOU,  
*VIP PASSPORT SERVICES, INC.*

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## 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) NON-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 9-21-2018 JENN

**Specializing in Visas, Passports, Document Legalization and Translations**

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## CANADA ELECTRONIC TRAVEL AUTHORIZATION (ETA)

THE ETA (*ELECTRONIC TRAVEL AUTHORITY*) IS REQUIRED FOR ENTRY FOR ALL VISA-EXEMPT COUNTRIES TRAVELING BY AIR INTO CANADA.

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

- 1.) ONE COPY OF THE INFORMATIONAL PAGE OF VALID 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

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.  
**(TRAVELER)** PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED  
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON  
**(DATE)** AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,  
**(EMPLOYER)**, WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
**(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

**(SUPERVISORS SIGNATURE)**

***PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.***