

# 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

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### 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

# 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)



## IRAQ ENTRY VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
LETTER OF INTENT:	SEE NEXT PAGE	COMPANY LETTER:	SEE NEXT PAGE
LETTER OF INVITATION:	1-COPY		

**ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.**

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	\$6.00
OTHER FEES: _____	_____
<b>ADD RETURN SHIPPING FEE:</b>	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

<b>RETURN SHIPPING FEES (SELECT ONE)</b>	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<b>SEE COMMENTS</b>

COMMENTS: **THE EMBASSY CAN REQUEST THE APPROVAL ON YOUR BEHALF BUT EXPECT EXPECT PROCESS TO TAKE AT LEAST 8 TO 10 WEEKS. IF YOU HAVE YOUR CONTACT IN IRAQ GO TO THE MINISTRY OF FOREIGN AFFAIRS AND HAVE THE APPROVAL SENT DIRECTLY TO THE EMBASSY, THE EMBASSY CAN ISSUE THE VISA ISSUED WITHIN 4 TO 7 BUSINESS DAYS.**

REVISED 12-18-2018 JENN

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

# 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)



## IRAQ ENTRY VISA NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT** (MUST HAVE AT LEAST 1 BLANK VISA PAGE AND BE VALID FOR AT LEAST 6 MONTHS)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)**
- 3.) **ONE (1) COMPLETED APPLICATION** – [CLICK HERE](#) FOR THE LINK TO COMPLETE THE APPLICATION – **THE APPLICATION MUST BE TYPED AND COMPLETED IN ITS ENTIRETY, FAILURE TO DO SO WILL CAUSE A DELAY**
- 4.) **DETAILED COMPANY LETTER** (BUSINESS VISIT ONLY)
- 5.) **DETAILED LETTER OF INTENT** (TOURIST VISIT ONLY)
- 6.) **COPY OF INVITATION** (FROM IRAQ)
- 7.) **PROOF OF VALID U.S. STATUS:**
  - COPY OF THE U.S. GREEN CARD
  - THE ORIGINAL U.S. VISA AND I-94 ([CLICK HERE](#))
- 8.) **COPY OF TRAVEL ITINERARY**
- 9.) **CONSULATE FEE:**

VALIDITY	FEE
3 – 6 MONTH SINGLE ENTRY VISA	\$40.00
3 – 6 MONTH MULTIPLE ENTRY VISA	\$100.00
1 YEAR MULTIPLE ENTRY VISA **	\$150.00

\*\*ONLY AVAILABLE IN SOME CASES, DETERMINED BY APPROVAL FROM IRAQ MINISTRY

**NOTES:** THE EMBASSY CAN REQUEST THE APPROVAL ON APPLICANT'S BEHALF BUT EXPECT THE PROCESS TO TAKE AT LEAST 8 TO 10 WEEKS. IF YOU HAVE YOUR CONTACT IN IRAQ GO TO THE MINISTRY OF FOREIGN AFFAIRS AND HAVE THE APPROVAL SENT DIRECTLY TO THE EMBASSY, THEY CAN ISSUE THE VISA WITHIN 4 TO 7 BUSINESS DAYS.

REVISED 12-18-2018 JENN

# 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)



**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 **(LIST THE TYPE OF VISA)** AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

*Supervisor's Signature Here*

SUPERVISOR NAME  
SUPERVISOR TITLE

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

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