

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

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

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VIETNAM E-VISA

PLEASE SEE NEXT PAGES FOR ELIGIBLE COUNTRIES

DOCUMENTS REQUIRED

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

COPY OF VALID PASSPORT:	1	COPY OF APPLICATION:	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>\$25.00</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 E-VISA HAS BEEN APPROVED AND IN IN-HAND.

REVISED 2-4-2019 JENN

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VIETNAM E-VISA

PLEASE SEE NEXT PAGES FOR ELIGIBLE COUNTRIES

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COLOR COPY OF VALID PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY

2.) ONE COMPLETED REQUEST FORM

3.) ONE COLOR PASSPORT-TYPE PHOTO

- MUST BE CLEAR, COLOR PHOTO ON WHITE BACKGROUND
- CAN BE EMAILED TO OUR OFFICE, OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS

4.) COPY OF TRAVEL ITINERARY

5.) CONSULATE FEE: \$25.00

VALIDITY: E-VISAS ARE USUALLY ISSUED FOR SINGLE-ENTRY UP WITH A STAY OF UP TO 30 DAYS.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (VIPINFO@VIPPASSPORTS.COM) OR BY SHIPPING THEM TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THAT ALL DOCUMENTS ARE IN .JPEG FORMAT
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTIONS AND GUIDANCE ON APPLYING FOR A VISA TO BE ISSUED INTO THE PASSPORT.

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VIETNAM E-VISA

ELIGIBLE COUNTRIES

IF YOU HOLD A PASSPORT FROM ONE OF THE COUNTRIES LISTED BELOW, AND YOU WILL BE STAYING IN VIETNAM FOR LESS THAN 30 DAYS, YOU MAY APPLY FOR AN E-VISA:

ARGENTINA	ARMENIA	AUSTRALIA	AZERBAIJAN
BELARUS	BRUNEI	BULGARIA	CANADA
CHILE	CHINA	COLOMBIA	CUBA
CZECH REP.	DENMARK	FINLAND	FRANCE
GERMANY	GREECE	HUNGARY	INDIA
IRELAND	ITALY	JAPAN	KAZAKHSTAN
KOREA, SOUTH	LUXEMBOURG	MONGOLIA	MYANMAR
NETHERLANDS	NEW ZEALAND	NORWAY	PANAMA
PERU	PHILIPPINES	POLAND	ROMANIA
RUSSIA	SLOVAKIA	SPAIN	SWEDEN
TIMOR LESTE	U.A.E.	UK	USA
URUGUAY	VENEZUELA		

REVISED 2-4-2019 JENN

Specializing in Visas, Passports, Document Legalization and Translations

Visa Approval/Reference Number (if any):



TỔNG LÃNH SỰ QUÁN VIỆT NAM
TẠI HOUSTON, TEXAS
5251 Westheimer Rd, Suite 1100
Houston, TX 77056
Điện thoại (001) 713 840 0096

VISA
APPLICATION

(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

01 Photo
(2 inches x 2 inches)
Glued photo here
01 additional photo
stapled to this form for a
loose -leaf visa request

1. Name (in block letters):

.....
Family name *First name* *Middle name*

2. Date of birth:...../...../.....

Date / Month / Year

3. Male: Female

4. Place of birth:.....

5. Nationality at birth:.....

Nationality at present:.....

6. Passport number:.....

Date of issue:.....

Date of expiry:.....

7. Profession:.....

Place of employment:.....

.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not Accepted for USPS express mail)

.....

.....

.....

.....

* Email :.....

* Telephone :.....

9. Purpose of visit to Vietnam:

.....

.....

.....

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant

10. Name, address of your contact (sponsor, host, hotel...) in Vietnam (if any)

.....

.....

.....

.....

.....

.....

11. Proposed date of entry:

...../...../.....

Date / Month / Year

Proposed date of exit:

...../...../.....

Date / Month / Year

12. Requesting a visa good for:

• Times of entries:

- Single (one time) visit

- Multiple visits

• Length of stay:

- One month

- 03 months

- Less than 6 Months (with an approval only)

- Up to one year (with an approval only)

Check list: Before submitting, make sure you have included:

- Original Passport (for a **visa sticker request**); or Passport copy (front photo page, for a **loose-leaf visa request**)
- Completed and signed Application with One Photo glued or stapled;
- Visa Fee: Money Order (or Cashier's Check); and
- Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).

* Required for further contact