



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

-
-
-

\$ _____
\$ _____
\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY__ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: AFGHANISTAN ENTRY VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>1-IF AVAILABLE</u>	RELEASE LETTER:	<u>1</u>

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48TO 72 HOUR RUSH PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 48 TO 72 HOURS (\$20.00 SPECIAL HANDLING) FROM THE DAY WE SUBMIT YOUR APPLICATION.

COMMENTS: _____

REVISED: 01-01-2012 (KS)



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AFGHANISTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

ENTRY VISA:

- 1.) SIGNED PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) (1) ONE PASSPORT TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) COMPANY LETTER OF GUARANTEE (BUSINESS)
- 5.) INVITATION LETTER FROM YOUR SPONSOR (TOURIST)
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) RELEASE LETTER
- 8.) CONSULATE FEE:
 - \$100.00 - 1 MONTH SINGLE ENTRY
 - \$140.00 - 3 MONTH SINGLE ENTRY
 - \$180.00 - 6 MONTH SINGLE ENTRY

VALIDITY: WHEN THE CONSULATE ISSUES A 1 MONTH SINGLE ENTRY VISA IT IS VALID FOR 90 DAYS FROM THE DATE OF ISSUE AND YOU WILL BE ALLOWED TO STAY UP TO 30 DAYS BUT YOU MUST LEAVE THE COUNTRY BEFORE THE EXPIRATION DATE OF THE VISA. FOR THE 3 MONTH AND THE 6 MONTH SINGLE ENTRY VISA YOU WILL BE ALLOWED TO STAY UP UNTIL THE EXPIRATION DATE OF THE VISA. THE 3 MONTH AND 6 MONTH VISA BEGINS ON THE DAY OF ISSUANCE. THE EMBASSY IS NOT CURRENTLY ISSUING A MULTIPLE ENTRY.

REVISED: 07-21-2011 (SDL)



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RELEASE LETTER

DEAR PASSPORT REPRESENTATIVE,

I, _____, AUTHORIZE YOUR OFFICE TO DISCUSS
THE STATUS OF AND OR RELEASE OF MY PASSPORT TO: "VIP SERVICES
OR _____" MY AGENT IN EXPEDITING MY
AFGHANISTAN VISA.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: _____ DATE: _____

APPLICANTS DATE OF BIRTH: _____

APPLICANTS SOCIAL SECURITY #: _____

DATE OF DEPARTURE FROM THE U.S.A.: _____

NOTE TO APPLICANT

1. THIS LETTER MUST BEAR THE TRUE SIGNATURE OF THE APPLICANT.
2. A HUSBAND MAY NOT SIGN ON BEHALF OF HIS WIFE, NOR VICE
VERSA.

NOTE: VIP SERVICES IS AN EXPEDITING SERVICE. WE DO NOT ISSUE
VISAS.



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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.
DO NOT ATTENTION THIS LETTER TO VIP SERVICES!



Islamic Republic of Afghanistan Visa Application Form

Personal Details	
Title:	
Family Name:	
Given Names:	
Father's Full Name:	
Date of Birth (Gregorian): DD / MMM / YYYY	
Country of Birth:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow / Widower	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Child: (Under 18 Years) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Country of Residence:	
Nationality:	
Other Nationalities:	
Contact Details	
Current Address:	
Email Address:	
Mobile:	Work Tel:
Home Tel:	Fax:
Employment Details	
Current Occupation:	
Employer's Name:	
Employer's Address:	
Previous Employer's Name:	
Previous Employer's Address:	

Islamic Republic of Afghanistan Visa Application Form

OFFICE USE ONLY	
Receiving Office:	
Application Details:	
Date Application Received:	
Date of Application:	
Visa Type:	
Comments:	
Observations:	
Passport Details	
Name:	
Passport Number:	
Issued By:	
Visa Issued: <input type="checkbox"/> yes <input type="checkbox"/> no	
Visa Number:	
Visa Serial Number:	
Issued by:	
Issuing office:	
Date:	
Collected by / Sent to: <i>(note, if collected by someone other than the applicant, written authorisation must be provided by the applicant and retained on file)</i>	