



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: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN__



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AFGHANISTAN ENTRY VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1-NOTARIZED</u>
PASSPORT PHOTO:	<u>1-RECENT</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	RELEASE LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1-IF AVAILABLE</u>	HEALTH CERTIF.:	<u>N/A</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)	<u>\$160.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 TO 5 DAY RUSH PROCESS)	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 7 TO 10 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WOULD LIKE FOR 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: THE VISA OFFICER RECOMMENDS THAT THE TRAVELER SHOULD NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA IS ISSUED AND THE PASSPORT IN-HAND.

REVISED: 10-31-2017 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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AFGHANISTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

ENTRY VISA:

- 1.) **ONE (1) U.S. PASSPORT, SIGNED**(*MINIMUM OF ONE YEAR REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE*)
- 2.) **ONE (1) RECENT PASSPORT TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) *NOTARIZED* APPLICATION**
- 4.) **COMPANY LETTER OF GUARANTEE** (*BUSINESS ONLY*)
- 5.) **INVITATION LETTER FROM YOUR SPONSOR** (*TOURIST ONLY*)
- 6.) **COPY OF THE TRAVEL ITINERARY**
- 7.) **RELEASE LETTER** (*SEE PAGE 4*)
- 8.) **CONSULATE FEE: \$160.00 – ONE (1) YEAR MULTIPL-ENTRY**

VALIDITY: THE ENTRY VISA IS VALID FOR UP TO ONE (1) YEAR FROM THE DATE THE VISA IS ISSUED. THE LENGTH OF VAILIDITY AND THE NUMBER OF ENTRIES ARE DETERMINED BY THE VISA OFFICER IN CHARGE ON A CASE BY CASE.

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RELEASE LETTER

DEAR CONSULATE REPRESENTATIVE,

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

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: _____ DATE: _____

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

DATE OF ARRIVAL IN COUNTRY: _____

NOTE TO APPLICANT

- ❖ THIS LETTER MUST BEAR THE TRUE SIGNATURE OF THE APPLICANT.
- ❖ SPOUSES MAY NOT SIGN ON THE OTHER'S BEHALF.



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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:	

Visa Details

Visa Type:

Purpose of Journey: Business Convention / Conference Education Employment
 Exhibition Visiting Friends / Family Holiday Other

Entry Date:

Point of Entry:

Intended Duration of Stay (days):

Number of Children Accompanied:

Places in Afghanistan intended to visit:

Complete Address in Afghanistan:

Have you ever visited Afghanistan before? No Yes
If yes, please provide details:

Have you applied for an Afghanistan Visa before? No Yes
If yes, please provide details:

Do you have a criminal record? No Yes
If yes, please provide details:

Passport Details

Passport Type:

Passport Number:

Place of Issue:

Issue Date:

Expiry Date:

I declare that the information provided in this application is true and correct

Signature: *(please sign within the box)*

Date: DD / MMM / YYYY

Passport Photograph: *(Please Attach Within The Square Below).*
Note: The photograph must comply with the attached guidelines.

<i>Please Attach Photo Here</i>	<p>Guarantor must endorse the photo</p> <p><i>This is a true photo of:</i></p> <p>----- <i>(name of applicant)</i></p> <p>----- <i>(signature of guarantor)</i></p>
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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>	