



# 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: [info@vippassports.com](mailto: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\_\_\_\_\_

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



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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>
*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 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 15 DAYS

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: 07-26-2016 (SDL)



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## **AFGHANISTAN**

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### **ENTRY VISA:**

- 1.) **ONE (1) U.S. PASSPORT, SIGNED***(MINIMUM OF 6 MONTHS 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.**

**REVISED: 07-26-2016 (SDL)**

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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

<b>Personal Details</b>	
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:	
<b>Contact Details</b>	
Current Address:	
Email Address:	
Mobile:	Work Tel:
Home Tel:	Fax:
<b>Employment Details</b>	
Current Occupation:	
Employer's Name:	
Employer's Address:	
Previous Employer's Name:	
Previous Employer's Address:	

<b>Visa Details</b>	
Visa Type:	
Purpose of Journey: <input type="checkbox"/> Business <input type="checkbox"/> Convention / Conference <input type="checkbox"/> Education <input type="checkbox"/> Employment <input type="checkbox"/> Exhibition <input type="checkbox"/> Visiting Friends / Family <input type="checkbox"/> Holiday <input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please provide details:</i>	
Have you applied for an Afghanistan Visa before? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please provide details:</i>	
Do you have a criminal record? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please provide details:</i>	
<b>Passport Details</b>	
Passport Type:	
Passport Number:	
Place of Issue:	
Issue Date:	
Expiry Date:	
I declare that the information provided in this application is true and correct	
<b>Signature:</b> <i>(please sign within the box)</i>  <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div>  Date:            DD / MMM / YYYY	<b>Passport Photograph:</b> <i>(Please Attach Within The Square Below).</i> Note: The photograph must comply with the attached guidelines.  <div style="border: 1px solid black; padding: 10px; display: flex; justify-content: space-between;"> <div style="text-align: center; width: 40%;"> Please Attach Photo Here </div> <div style="width: 55%;"> <b>Guarantor must endorse the photo</b>   This is a true photo of:  -----  (name of applicant)   -----  (signature of guarantor) </div> </div>

# Islamic Republic of Afghanistan Visa Application Form

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