



# 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 INSTRUCTION SHEET NON-USA PASSPORT HOLDER

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<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>	U.S. STATUS	<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>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR 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

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 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.

RE V I S E D : 1-7-2016 (JENN\*)



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## AFGHANISTAN NON USA PASSPORT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### ENTRY VISA:

- 1.) SIGNED PASSPORT (MUST HAVE A MINIMUM OF 6 MONTHS  
REMAINING VALIDITY AND HAVE AT LEAST 1  
BLANK VISA PAGE)
- 2.) (1) ONE RECENT PASSPORT TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) COMPANY LETTER OF GUARANTEE (BUSINESS)
- 5.) INVITATION LETTER FROM YOUR SPONSOR (TOURIST)
- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) RELEASE LETTER
- 8.) COPY OF THE USA GREEN CARD (PERMANENT RESIDENCE CARD OR  
THE ORIGINAL USA VISA AND I-94 (VISIT [www.cbp.gov/i94](http://www.cbp.gov/i94))
- 8.) CONSULATE FEE:  
\$160.00 - 3 MONTH SINGLE ENTRY

VALIDITY: A SINGLE ENTRY IS VALID FOR 90 DAYS FROM THE  
DATE THE VISA IS ISSUED. THE EMBASSY IS NOT  
CURRENTLY ISSUING A MULTIPLE ENTRY VISA.

REVISED: 01-07-2015 (JENN)



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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

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.



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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:	



# 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>	