



# 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\_\_\_\_\_



# 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)

## **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.

REVISED: 11-1-2017 (JENN)



# 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)

## **AFGHANISTAN ENTRY VISA**

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

- 1.) **ONE (1) 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**
  - 1.) **PROOF OF VALID U.S. STATUS** – PLEASE SUBMIT ONE OF THE FOLLOWING:
    - **NOTARIZED** COPY OF FRONT/BACK OF GREEN CARD
    - **ORIGINAL** U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 7.) **RELEASE LETTER** (*SEE PAGE 4*)
- 8.) **CONSULATE FEE: \$80.00\***

**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.

**\*SPECIAL NOTE:** THERE IS NO VISA FEE FOR APPLICANTS WHO HOLD INDIA OR PAKISTAN CITIZENSHIP.

REVISED: 11-1-2017 (JENN)



# 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)

## 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.



# 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)

## 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>	