



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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: \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

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: ARMENIA TOURIST VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1-COLOR</u>	TRAVEL ITINERARY:	<u>1</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>N/A</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<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>                    </u>
MONEY ORDER:	<u>\$3.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR PROCESS)	<u>                    </u>
OTHER FEES:	<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 NEED TO HAVE THE VISA ISSUED ON A 48 TO 72 HOUR RUSH PROCESS FROM WHEN WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: THE CONSULATE/EMBASSY IS CLOSED EVERY WEDNESDAY.

REVISED: 01-01-2012 (KS)

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



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## ARMENIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE (COLOR) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR FLIGHT ITINERARY
- 5.) INVITATION (ONLY REQUIRED IF STAYING WITH FAMILY)
- 6.) CONSULATE FEES:
  - \$15.00 - SINGLE ENTRY (21 DAY STAY)
  - \$45.00 - SINGLE ENTRY (120 DAY STAY)
  - \$60.00 - MULTIPLE ENTRY (60 DAY STAY)
  - \$115.00 - MULTIPLE ENTRY (120 DAY STAY)

### BUSINESS:

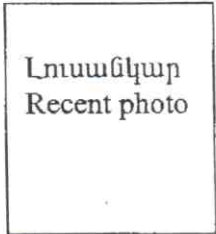
- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE (COLOR) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR FLIGHT ITINERARY
- 5.) CONSULATE FEES:
  - \$15.00 - SINGLE ENTRY (21 DAY STAY)
  - \$45.00 - SINGLE ENTRY (120 DAY STAY)
  - \$60.00 - MULTIPLE ENTRY (60 DAY STAY)
  - \$115.00 - MULTIPLE ENTRY (120 DAY STAY)

NOTE: THE CONSULATE/EMBASSY IS CLOSED EVERY WEDNESDAY.

VALIDITY: THE VISA WILL BE ISSUED FOR A SINGLE OR MULTIPLE ENTRY AND A STAY NOT EXCEEDING 120 DAYS. YOU MUST ENTER ARMENIA WITHIN (90) NINETY DAYS FROM THE DATE THE VISA IS ISSUED.

REVISED: 11-19-2010 (KS)

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



ԴԻՄՈՒՄ-ՀԱՐՑԱԹԵՐԹԻԿ  
ՀՀ ՄՈՒՏՔԻ ՎԻԶԱ ՍՏԱՆԱԼՈՒ (ԵՐԿԱՐԱԶԳԵԼՈՒ) ՀԱՄԱՐ  
APPLICATION FORM  
FOR ENTRY VISA TO THE REPUBLIC OF ARMENIA  
(FOR EXTENSION OF VISA)

- 1. Ազգանուն, անուն/Surname, name \_\_\_\_\_
- 2. Ծննդյան օրը, ամիսը, տարեթիվը և վայրը/Date & place of birth \_\_\_\_\_
- 3. Քաղաքացիությունը/Nationality \_\_\_\_\_ 4. Սեռը/Sex \_\_\_\_\_
- 5. Հասցեն/Address \_\_\_\_\_
- 6. Հեռախոս/Telephone \_\_\_\_\_
- 7. Ձբաղմունքը/Occupation \_\_\_\_\_
- 8. Այցելության (վիզայի ժամկետի երկարաձգման) նպատակը/Purpose of visit (of extension of visa) \_\_\_\_\_
- 9. Այցերի քանակը  
Number of entries \_\_\_\_\_
- 10. Կեցության ժամկետը  
Duration of stay \_\_\_\_\_
- 11. Ընդունող կազմակերպության անվանումը (իրավիրողի ազգանունը, անունը և հասցեն) /Name & address of inviting organization/person \_\_\_\_\_
- 12. Անձնագրի տեսակը և համարը/Passport type & number \_\_\_\_\_
- 13. Երբ է տրված  
Issued on \_\_\_\_\_
- 14. Ուժի մեջ է մինչև  
Valid until \_\_\_\_\_
- 15. Դիմելու նպատակը (ընդգծել)/Purpose of application (please underline)  

տրամադրել մուտքի վիզա to obtain entry visa	երկարաձգել վիզայի ժամկետը to extend visa
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- 16. Ամսաթիվ  
Date \_\_\_\_\_
- 17. Ստորագրություն  
Signature \_\_\_\_\_

**Ծառայողական նշումներ / For official use only**

- 1. Վիզայի համարը \_\_\_\_\_
- 2. Վիզայի տեսակը \_\_\_\_\_
- 3. Վիզայի կողը \_\_\_\_\_
- 4. Վիզան տալու (ժամկետը երկարաձգելու) և դրա վավերականության ժամկետը \_\_\_\_\_
- 5. Վիզայի տրամադրման կամ ժամկետի երկարաձգման համար վճարված պետական տուրքի չափը \_\_\_\_\_
- 6. Ստորագրություն \_\_\_\_\_