

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### ELECTRONIC REQUESTS

#### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

#### BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

#### RETURN INFORMATION

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,  
IF DIFFERENT FROM THE ONE LISTED ABOVE

EMAIL FOR RETURN OF DOCUMENT:

#### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## AUSTRALIA ETA (BUSINESS SUBCLASS 601)

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	E-TV REQUEST FORM:	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>\$20.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### RETURN SHIPPING FEES (SELECT ONE)

THE COMPLETED E-VISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED E-VISA.

REGULAR PROCESS TIME: **1 TO 2 DAYS**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED 12-20-2019 JENN

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

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## **AUSTRALIA ETA (BUSINESS SUBCLASS 601)**

### *U.S. PASSPORT HOLDER*

**THE ETA (ELECTRONIC TRAVEL AUTHORITY) SUBCLASS 6010 (PREVIOUSLY LISTED AS SUBCLASS 956) IS DESIGNED FOR BUSINESS TRAVELERS WHO ARE OUTSIDE AUSTRALIA AND WANT TO VISIT AUSTRALIA FOR SHORT-TERM BUSINESS PURPOSES, INCLUDING:**

- MAKING GENERAL BUSINESS OR EMPLOYMENT ENQUIRIES
- INVESTIGATING, NEGOTIATING, SIGNING OR REVIEWING A BUSINESS CONTRACT
- CARRYING OUT ACTIVITIES AS PART OF AN OFFICIAL GOVERNMENT-TO-GOVERNMENT VISIT
- PARTICIPATING IN SEMINARS, CONVENTIONS, CONFERENCES, TRADE FAIRS, AND WILL NOT BE PAID BY THE ORGANIZERS FOR THE APPLICANT'S PARTICIPATION

***IF YOU WILL BE TRAVELING TO AUSTRALIA FOR THE PURPOSES LISTED ABOVE, WE WILL NEED THE FOLLOWING DOCUMENTS:***

- 1.) **ONE (1) COPY OF VALID U.S. PASSPORT** – INFORMATION PAGE ONLY (*MINIMUM OF 6 MONTHS REMAINING VALIDITY*)
- 2.) **ONE (1) COMPLETED APPLICATION FORM**
- 3.) **COMPANY LETTER OF GUARANTEE**
- 4.) **COPY OF TRAVEL ITINERARY** (*IF AVAILABLE*)

**PLEASE NOTE** : THE AUSTRALIAN GOVERNMENT WILL USUALLY ISSUE A BUSINESS ETA SUBCLASS 601 VALID FOR UP TO ONE YEAR. IF THE FAMILY MEMBERS WILL BE ACCOMPANYING THE HEAD OF THE HOUSEHOLD, ONLY ONE VISA APPLICATION NEEDS TO BE COMPLETED PER FAMILY (BE SURE TO SEND THE COPY OF EACH PASSPORT INFORMATION PAGE OF EACH TRAVELER).

**IMPORTANT INFORMATION**: IF YOU WILL BE TRAVELING TO AUSTRALIA AND YOUR CONTACT IN AUSTRALIA HAS APPLIED FOR YOUR SPONSORSHIP (IN AUSTRALIA), YOU WILL NOT BE ABLE TO TRAVEL UNDER THE SUBCLASS 601 ETA.

REVISED 12-20-2018 JENN

# Visitor Visas

## Electronic Travel Authority (Subclass 601)

### For Electronic Travel Authority Applicants

This information tells you what you need to do to apply for an Electronic Travel Authority (ETA) (subclass 601).

You must be outside Australia when you apply and when the ETA is granted.

The Electronic Travel Authority (ETA) (subclass 601) lets you enter Australia as many times as you want for up to 12 months if you are:

- Tourist
- Travelling for business purposes.

You can stay in Australia for up to three months on each visit.

The ETA is an electronically stored authority for travel to Australia. You must be outside Australia when you apply and when the ETA is granted.

An ETA is linked electronically to your passport. It can be seen by staff at airlines, travel agencies and Australian border agencies.

Business activities do not include short-term work. If you want to work in Australia, you can apply for a [Temporary Work \(Short Stay Activity\) visa \(Subclass 400\)](#).

### Eligible passports

To apply, you must hold a citizen passport issued by one of the countries listed below. If you hold a non-citizen passport or other travel document, such as a Certificate of Identity, you are not eligible to apply for an ETA.

Eligible passports are issued by:

- Andorra
- Austria
- Belgium
- Brunei
- Canada
- Canada
- Denmark
- Finland
- France
- Germany
- Greece
- Hong Kong (SAR)
- Iceland
- Ireland
- Italy
- Japan
- Liechtenstein
- Luxembourg
- Malaysia
- Malta
- Monaco
- Norway
- Portugal
- Republic of San Marino
- Singapore
- South Korea
- Spain
- Sweden
- Switzerland
- Taiwan
- The Netherlands
- United Kingdom—  
British Citizen
- United Kingdom—  
British National  
(Overseas)
- United States
- Vatican City.

**CONTINUED →**

## **Health insurance**

You are responsible for all your health costs while you are in Australia. You will not be covered by Australia's national health scheme unless your country has a [Reciprocal Health Care Agreement](#) with Australia.

It is recommended that you take out health insurance each time you travel to Australia.

## **Character requirements**

If you have had any criminal convictions in any country, you should apply for a Visitor visa (subclass 600), rather than an ETA. If you arrive on an ETA with criminal convictions, you could be refused entry to Australia.

## **Debts to the Australian Government**

To enter Australia you must have no outstanding debts to the Australian Government or have arranged to repay any outstanding debts to the Australian Government.

# **For Electronic Travel Authority Holders**

This information is for people who hold an Electronic Travel Authority (ETA) (subclass 601). It explains your rights and obligations.

You will not be given a stamp or label in your passport to show that you have been granted an ETA. A record of your ETA is stored electronically. Airline, immigration and travel agent staff can access this information to confirm that you can enter Australia.

You can use [Visa Entitlement Verification Online\(VEVO\)](#) for free to check your visa status and entitlements.

# APPLICATION FOR A TEMPORARY BUSINESS ENTRY VISA

(FOR A STAY OF UP TO 3 MONTHS)

## APPLICATION INFORMATION

### 1. GIVE APPLICANT DETAILS

(AS SHOWN IN PASSPORT)

SURNAME:

GIVEN NAM(S):

GENDER: MALE  FEMALE

DATE OF BIRTH (DD/MM/YYYY):

NATIONALITY:

PASSPORT NUMBER:

PASSPORT ISSUE DATE:

PASSPORT EXP. DATE:

COUNTRY OF BIRTH:

### 2. ALIAS – Have you ever been known by any other name(s)?

### 3. CURRENT OCCUPATION

### 4. CURRENT ADDRESS

STREET ADDRESS

CITY/STATE/ZIP

### 5. TELEPHONE NUMBER

HOME: ( ) -

WORK: ( ) -

### 6. CRIMINAL RECORD – HAVE YOU EVER HAD A CRIMINAL CONVICTION?

## BUSINESS ACTIVITIES

### 7. PLEASE DESCRIBE PURPOSED BUSINESS ACTIVITIES IN AUSTRALIA


8. PROPOSED ARRIVAL DATE:

9. LENGTH OF STAY:  DAYS

SIGNATURE OF APPLICANT:

--

DATE (DD/MM/YYYY):

## ACCOMPANYING FAMILY MEMBERS

### 10. ARE ANY FAMILY MEMBERS TO BE INCLUDED ON THIS APPLICATION?

(INCLUDING THOSE SHOWN IN APPLICANT'S PASSPORT)

NO  → (YOU HAVE COMPLETED THE FORM)

YES  → (GIVE DETAILS OF ACCOMPANYING FAMILY MEMBERS BELOW ↓)

### 11. GIVE DETAILS OF EACH FAMILY MEMBER TO BE INCLUDED IN THIS APPLICATION

(INCLUDING THOSE SHOWN IN APPLICANT'S PASSPORT)

#### ADDITIONAL APPLICANT #1

SURNAME:

GIVEN NAM(S):

GENDER: MALE  FEMALE

DATE OF BIRTH (DD/MM/YYYY):

NATIONALITY:

PASSPORT NUMBER:

PASSPORT EXP. DATE:

COUNTRY OF BIRTH:

RELATIONSHIP:

SIGNATURE OF THIS PERSON:

--

DATE(DD/MM/YYYY):

\*\*\*\*\*

**ADDITIONAL APPLICANT #2 (IF APPLICABLE)**

SURNAME:

GIVEN NAM(S):

GENDER: MALE  FEMALE

DATE OF BIRTH (DD/MM/YYYY):

NATIONALITY:

PASSPORT NUMBER:

PASSPORT EXP. DATE:

COUNTRY OF BIRTH:

RELATIONSHIP:

SIGNATURE OF THIS PERSON:

DATE(DD/MM/YYYY):

\*\*\*\*\*

**ADDITIONAL APPLICANT #3 (IF APPLICABLE)**

SURNAME:

GIVEN NAM(S):

GENDER: MALE  FEMALE

DATE OF BIRTH (DD/MM/YYYY):

NATIONALITY:

PASSPORT NUMBER:

PASSPORT EXP. DATE:

COUNTRY OF BIRTH:

RELATIONSHIP:

SIGNATURE OF THIS PERSON:

DATE(DD/MM/YYYY):

\*\*\*\*\*

\*\*\*\*\*

**ADDITIONAL APPLICANT #4 (IF APPLICABLE)**

SURNAME:

GIVEN NAM(S):

GENDER: MALE  FEMALE

DATE OF BIRTH (DD/MM/YYYY):

NATIONALITY:

PASSPORT NUMBER:

PASSPORT EXP. DATE:

COUNTRY OF BIRTH:

RELATIONSHIP:

SIGNATURE OF THIS PERSON:

DATE(DD/MM/YYYY):

\*\*\*\*\*

**DECLARATION BY GUARDIAN**

**11.** WHERE APPLICANT IS UNDER 18 YEARS OF AGE, I AM NOT AWARE OF ANY REASON WHY THE APPLICANT SHOULD NOT TRAVEL TO AUSTRALIA *(THE CUSTODY/ACCESS RIGHTS OF ANOTHER PERSON ARE NOT AFFECTED)*.

SIGNATURE OF PARENT/GUARDIAN

DATE (DD/MM/YYYY):

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

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.***