



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 Email: 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_____

If you travel on a passport from one of the countries listed below and you will be staying in Azerbaijan for 30 days or less you are qualified to travel on an evisa. Please [click here](#) for the instructions.

Electronic visas will be issued only to nationals of countries listed below. All people from these countries can get e-Visa Azerbaijan in 3 business days without any visit embassy or consulate, they need just enter application page and apply in seconds. The designated countries are the following: Albania, Algeria, Andorra, Argentina, Australia, Austria, Barbados, Bahamas, Bahrain, Belgium, Bolivia, Bosnia and Herzegovina, Brazil, Brunei Darussalam, Bulgaria, Canada, Chile, China, Costa Rica, Croatia, Cuba, Cyprus, Czech Republic, Denmark, Ecuador, Estonia, Finland, France, Germany, Greece, Guatemala, Holy See (Vatican), Honduras, Hungary, Iceland, India, Indonesia, Iran (Islamic Republic of), Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malaysia, Maldives, Malta, Mauritius, Mexico, Monaco, Mongolia, Montenegro, Morocco, Nepal, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Peru, Poland, Portugal, Qatar, Republic of Korea, Romania, San Marino, Saudi Arabia, Serbia, Seychelles, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Thailand, Turkey, Turkmenistan, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United States of America, Vietnam. e-Visa validity period is 90 days. The period of stay cannot exceed 30 days.



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AZERBAIJAN BUSINESS VISA *NON-US PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID SIGNED PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-ONLINE</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: COPY OF THE APPLICANTS PERMANENT RESIDENT CARD (GREEN CARD)
OR THE ORIGINAL USA VISA AND I-94.

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>
OTHER FEES: <u>EMBASSY PROCESSING/OUTSOURCING FEE</u>	<u>\$20.00</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 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 15 DAYS

COMMENTS: THE EMBASSY IS ONLY OPEN ON MONDAYS, WEDNESDAYS, AND FRIDAYS. THE VISA OFFICER RECOMMENDS THAT YOU DO NOT BUY NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 1-7-2016* (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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AZERBAIJAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) NON-U.S. PASSPORT (MUST BE SIGNED, HAVE AT LEAST ONE BLANK VISA PAGE AND VALID FOR AT LEAST ONE MONTH BEYOND YOUR INTENDED STAY)
- 2.) (2) TWO RECENT PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE](#) TO COMPLETE THE VISA APPLICATION ONLINE-THE EMBASSY AND OR CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING THE APPLICATION (*SEE MEMO BELOW)
- 4.) AN OFFICIAL TOURIST VOUCHER FROM THE TRAVEL AGENCY OR HOTEL WHICH IS APPROVED BY THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS OF AZERBAIJAN
- 5.) COPY OF THE TRAVEL ITINERARY
- 6.) COPY OF THE GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT <http://i94.cbp.dhs.gov/>).
- 7.) EMBASSY PROCESSING/OUTSOURCING FEE: \$20.00
- 8.) CONSULATE FEE:
(VARIES BASED ON NATIONALITY, SEE PAGES BELOW)

BUSINESS VISA:

- 1.) NON-U.S. PASSPORT (MUST BE SIGNED, HAVE AT LEAST ONE BLANK VISA PAGE AND VALID FOR AT LEAST ONE MONTH BEYOND YOUR INTENDED STAY)
- 2.) (2) TWO RECENT PASSPORT-TYPE PHOTOGRAPHS (2X2)
- 3.) [CLICK HERE](#) TO COMPLETE THE VISA APPLICATION ONLINE-THE EMBASSY AND OR CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING THE APPLICATION (*SEE MEMO BELOW)
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) AN OFFICIAL INVITATION PROVIDED BY THE HOST, OBTAINED FROM THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS OF AZERBAIJAN OR A LETTER OF INVITATION FROM THE HOST COMPANY ALONG WITH A COPY OF THEIR CHARTER AND STATE REGISTRATION CERTIFICATE

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- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) COPY OF GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT <https://cbp.dhs.gov/>).
- 8.) EMBASSY PROCESSING/OUTSOURCING FEE: \$20.00
- 9.) CONSULATE FEE:
(VARIES BASED ON NATIONALITY, SEE PAGES BELOW)

*APPLICATION COMPLETION MEMO:

A UNIQUE VALID EMAIL ADDRESS IS NEEDED FOR EACH VISA APPLICATION COMPLETED-THE "HUMAN VALIDATION" (CAPTCHA) MAY REQUIRE MULTIPLE ATTEMPTS-PLEASE BE PATIENT AND REFRESH AS MANY TIMES AS NEEDED TO PASS THE VALIDATION. THERE IS NO CLEAR SPACE FOR A SIGNATURE, SO PLEASE BE SURE TO SIGN THE LAST PAGE OF THE APPLICATION AFTER PRINTING THE COMPLETED FORM. BE SURE TO SEND THE ORIGINAL SIGNED APPLICATION ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. USING "INTERNET EXPLORER" IS NOT RECOMMENDED FOR THIS PARTICULAR APPLICATION, AS SOME OF THE FEATURES NECESSARY TO COMPLETE THE APPLICATION ARE NOT AVAILABLE/FUNCTIONAL. WE RECOMMEND USING "MOZILLA FIREFOX" OR "GOOGLE CHROME" TO COMPLETE THE ONLINE APPLICATION FORM.

VALIDITY:

YOUR VISA WILL BE VALID FOR THE EXACT DATES AS REQUESTED ON YOUR APPLICATION AND INVITATION OR HOTEL CONFIRMATION. THE LENGTH OF STAY AND THE NUMBER OF ENTRIES ARE ISSUED AT THE DISCRETION OF THE ISSUING VISA OFFICER ON A CASE BY CASE SCENERIO.

TRAVEL RESTRICTION NOTICE:

THE EMBASSY OF THE REPUBLIC OF AZERBAIJAN ADVISES THAT THE LAWS OF THE REPUBLIC OF AZERBAIJAN PROHIBIT VISITING THE OCCUPIED TERRITORIES OF THE NAGORNO-KARABAKH REGION AND THE SEVEN ADJACENT DISTRICTS WITHOUT CONSENT OF THE AZERBAIJAN AUTHORITIES. IT IS ILLEGAL TO TRAVEL TO THESE REGIONS WITHOUT A SPECIAL PERMIT AND VISA ISSUED BY THE AUTHORITIES OF THE REPUBLIC OF AZERBAIJAN.

REVISED: 01-07-2016 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations

Announcement!

On June 14, 2016 new amendments was adopted to the Law of the Republic of Azerbaijan "On State Fee" and the rates for visas were changed. These amendments entered into force since **June 26, 2016**.

Hereby, we list the new rates for visas to travel to Azerbaijan for US citizens and all other national (except the citizens of Turkey, Pakistan, Japan, Norway and some EU countries)

Single entry visa - \$20 US dollars

Multiple entry visa - \$350 US dollars

Tourism visa - \$20 US dollars

Single or double transit visas - \$20 US dollars

In accordance with bilateral agreements, here are the rates for visas to travel to Azerbaijan for the citizens of Turkey, Pakistan, Japan, Norway and following EU countries.

- ✓ **Citizens of Turkey** are free of charge to obtain a visa at the Embassies and Consulates of Azerbaijan. But citizens of Turkey have to pay \$10 US dollars fee to obtain a visa upon arrival at the international airports of Azerbaijan.
- ✓ **Citizens of Japan** are free of charge to obtain a visa with up to 30 days validation period.
- ✓ **Citizens of Pakistan** are free of charge to obtain a visa with up to 15 days validation period.
- ✓ **Citizens of Norway** have to pay \$45 US dollars for single or multiple entry visas; \$20 US dollars for tourism visas, single and double transit visas.
- ✓ **Citizens of following EU countries** (Germany, Austria, Belgium, Bulgaria, Czech Republic, Estonia, Finland, France, Croatia, Spain, Sweden, Italy, Cyprus, Latvia, Lithuania, Luxemburg, Hungry, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Greece) have to pay:
 - Single entry visa – \$45 US dollars
 - Multiple entry visa - \$45 US dollars
 - Tourism visa - \$20 US dollars
 - Single or double transit visa - \$20 US dollars

Visa-waiver countries

In accordance with bilateral agreements Azerbaijan Republic applies a mutual visa-free regime for citizens of the countries listed below.

	Country	Type of passport	Duration of state without visa
1.	Albania	Diplomatic and service	90 days
2.	Austria	Diplomatic and service	90 days
3.	Argentine	Diplomatic, official and service	30 days
4.	Belarus	Diplomatic, service and regular	90 days
5.	Belgium	Diplomatic	90 days
6.	Brazil	Diplomatic, official and service	90 days
7.	Bosnia and Herzegovina	Diplomatic and service	90 days
8.	Bulgaria	Diplomatic and service	90 days
9.	Czech Republic	Diplomatic	90 days
10.	China Hong-Kong (a special administrative region of China)	Diplomatic and service Diplomatic and service	30 days 14 days
11.	Columbia	Diplomatic, official and service	90 days
12.	Croatia	Diplomatic	90 days
		Service	30 days
13.	Cuba	Diplomatic, official and service	90 days
14.	Cyprus	Diplomatic	90 days
15.	Estonia	Diplomatic	90 days
16.	France	Diplomatic	90 days
17.	Finland	Diplomatic	90 days
18.	Georgia	Diplomatic, service and regular	90 days
19.	Germany	Diplomatic	90 days
20.	Greece	Diplomatic	90 days
21.	Hungary	Diplomatic and service	90 days
22.	Indonesia	Diplomatic and service	30 days
23.	Iran	Diplomatic and service	1 month

24.	Italy	Diplomatic and service	90 days
25.	Jordan	Diplomatic and service	90 days
26.	Kazakhstan	Diplomatic, service and regular	90 days
27.	Kirgizstan	Diplomatic, service and regular	90 days
28.	Kuwait	Diplomatic, service and special	90 days
29.	Latvia	Dipomatic	90 days
30.	Libya	Diplomatic, service and special	90 days
31.	Lithuania	Diplomatic	90 days
32.	Luxembourg	Diplomatic	90 days
33.	Malta	Diplomatic	90 days
34.	Mexico	Diplomatic	90 days
35.	Moldova	Diplomatic, service and regular	90 days
36.	Montenegro	Diplomatic and service	90 days
37.	Morocco	Diplomatic, official, service and special	90 days
38.	Netherlands	Diplomatic	90 days
39.	Pakistan	Diplomatic and service	1 month
40.	Poland	Diplomatic	90 days
41.	Portugal	Diplomatic and service	90 days
42.	Romania	Diplomatic and service	90 days
43.	Russia	Diplomatic, service and regular	90 days
44.	Serbia	Diplomatic, service and official	90 days
45.	Slovakia	Diplomatic and service	90 days
46.	Slovenia	Diplomatic	90 days
47.	Spain	Diplomatic	90 days
48.	State of Qatar	Diplomatic and special	90 days
49.	Syria	Diplomatic, service and special	30 days
50.	Sweden	Diplomatic	90 days
51.	Republic of Korea	Diplomatic, official and service	30 days
52.	Tajikistan	Diplomatic, service and regular	90 days
53.	Turkey	Diplomatic, service and special	90 days
54.	Turkmenistan	Diplomatic and service	30 days
55.	UAE	Diplomatic and service	90 days
56.	Ukraine	Diplomatic, service and regular	90 days
57.	Uzbekistan	Diplomatic, service and regular	90 days
58.	Vietnam	Diplomatic, service and official	1 month
59.	Uruguay	Diplomatic, service and official	90 days



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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!