

# 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

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### 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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## AZERBAIJAN BUSINESS VISA

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COPY OF INVITATION:	SEE BELOW	COMPANY LETTER:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

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 FEES</u>	<u>\$20.00</u>
RETURN SHIPPING FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	10 TO 20 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 10-30-2018 JENN

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## AZERBAIJAN BUSINESS VISA

U.S. PASSPORT HOLDER

TRAVELERS FLYING DIRECTLY BETWEEN NEW YORK AND BAKU WITH AZERBAIJAN AIRLINES (AZAL) WILL BE ABLE TO RECEIVE A SINGLE-ENTRY, 30 DAY VISA UPON ARRIVAL AT HEYDAR ALIYEV INT'L AIRPORT IN BAKU. THERE IS ALSO AN OPTION FOR TRAVELERS STAYING LESS THAN 30 DAYS TO APPLY FOR AN EVISA TO BE APPROVED AND ISSUED ON ARRIVAL. FOR MORE INFORMATION ON THE EVISA PLEASE [CLICK HERE](#). IF YOU DO NOT MEET THE CRITERIA ABOVE, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS FOR A VISA TO BE ISSUED PRIOR TO TRAVEL:

- 1.) **U.S. PASSPORT**
  - MUST BE SIGNED BY APPLICANT
  - MUST HAVE AT LEAST ONE BLANK VISA PAGE
  - MUST BE VALID FOR AT LEAST THREE (3) MONTHS BEYOND INTENDED STAY
- 2.) **TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS (2X2)** – MUST HAVE BEEN TAKEN WITHIN THE LAST 6 MONTHS
- 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 NEXT PAGE**)
- 4.) **COMPANY LETTER OF GUARANTEE**
- 5.) **INVITATION** – (PLEASE SUBMIT ONE OF THE FOLLOWING)
  - OFFICIAL INVITATION PROVIDED BY THE HOST, OBTAINED FROM THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS OF AZERBAIJAN
  - LETTER OF INVITATION FROM THE HOST COMPANY ALONG WITH A COPY OF THEIR CHARTER AND STATE REGISTRATION CERTIFICATE
- 6.) **COPY OF THE TRAVEL ITINERARY**
- 7.) **CONSULATE FEES:**

<u>ENTRIES</u>	<u>CONSULATE FEE</u>	<u>OUTSOURCING FEE</u>	<u>TOTAL</u>
Single Entry	\$20.00	\$20.00	\$40.00
Double Entry	\$20.00	\$20.00	\$40.00
Multiple Entry	\$350.00	\$20.00	\$370.00

**CONTINUED →**

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## **\*APPLICATION COMPLETION MEMO:**

- A UNIQUE VALID EMAIL ADDRESS IS NEEDED FOR EACH VISA APPLICATION COMPLETED.
- THE "HUMANITY 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 SCENARIO.

## **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 11-3-2018 JENN

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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.***

## IMPORTANT NOTICE FOR FOREIGNERS

On 1 April 2013, the amendments adopted on March 5, 2013 to the Law of the Republic of Azerbaijan "On registration to the place of residence and sojourn" entered into force.

In according with these amendments foreigners and stateless persons, intending to stay in the Republic of Azerbaijan for more than three days, need to be registered at the State Migration Service of the Republic of Azerbaijan ([www.migration.gov.az](http://www.migration.gov.az)) within three days upon arrival to Azerbaijan.

Upon arrival to hotels, sanatoria, boarding houses, camping sits, tourist centers, hospitals, other public places, apartments, as well as other residential premises, owner or administration (host party) of such residential premises must send corresponding application and a copy of the passport of relevant foreigner and stateless person to the State Migration Service of the Republic of Azerbaijan within 3 days.

The application form and a copy of passport of the foreigners and stateless persons can be submitted by host party to the State Migration Service of the Republic of Azerbaijan:

- 1) in person;
- 2) by mail (through post offices);
- 3) by e-mail ([qeydiyyat@migration.gov.az](mailto:qeydiyyat@migration.gov.az))

After submitting of the application form and copy of passport State Migration Service of the Republic of Azerbaijan registers foreign citizens and stateless persons in accordance with their place of sojourn and provides notice of registration to the host party in one day.

When a foreign citizen or stateless person is expected to leave his/her place of sojourn, the host party shall notify the State Migration Service in order to annul the registration of the foreign citizen or stateless person. If a foreign citizen or stateless person changes his/her place of sojourn, they must re-register at their new place of sojourn.

There is no fee for registration to the place of sojourn.