



# 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: \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

\_\_\_\_\_ - \$ \_\_\_\_\_  
\_\_\_\_\_ - \$ \_\_\_\_\_  
\_\_\_\_\_ - \$ \_\_\_\_\_

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\_\_\_\_\_

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





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## BAHRAIN

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

A US PASSPORT HOLDER CAN OBTAIN A BUSINESS/TOURIST VISA UPON ARRIVAL FOR A STAY OF UP TO TWO (2) WEEKS WITHOUT THE NEED OF A LOCAL SPONSOR AT THE BAHRAIN INTERNATIONAL AIRPORT OR THE KING FAHAD CAUSEWAY. YOU MUST BE IN POSSESSION OF A VALID PASSPORT AND AN ONWARD JOURNEY TICKET.

#### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A WRITTEN LETTER OF INTENT
- 6.) CONSULATE FEE: \$228.00

#### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF THE TRAVEL ITINERARY
- 6.) CONSULATE FEE: \$228.00

VALIDITY: VISAS ARE VALID FOR MULTIPLE ENTRIES TO BE USED WITHIN (5) FIVE YEARS FROM THE DATE OF ISSUE. YOU MAY STAY UP TO (4) FOUR WEEKS EACH VISIT.

REVISED: 01-03-2011 (KS)



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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!**



**Ministry of Foreign Affairs  
Embassy of the Kingdom of Bahrain  
Consular Division**

Tel: 202-342 1111  
Fax: 202-362-2192  
3502 International Drive N.W.  
Washington D.C. 20008  
e-mail: consulate@bahrainembassy.org

affix photo here  
White background,  
2" x 2"

**VISA APPLICATION FORM**

First Name  Middle  Last

Occupation  Gender: Male  Female

Date of Birth (mm/dd/yy)  Place of Birth

Passport Number  Place of Issue

Issue Date  Expiry Date

Address in the USA:

City  State  Zip Code

Telephone  Cell  Fax

E-mail

Social Security No (if applicable)

Reason for traveling to Bahrain  Duration of proposed visit

Address in Bahrain  Date of Arrival

References and address of sponsor in Bahrain  Name of family (wife & children) accompanying applicant (each applicant must apply individually)

Duration of previous residence and address when last in Bahrain

Attach a letter from authority which recommends granting the required visa  
(For Official or Diplomatic Visas Only)

Attach a letter stating the purpose and duration of the visit and the applicant's responsibility for all travel expenses

I hereby declare the details and information given in this application are true and correct.

Place  Date  Signature

Print, complete and mail by overnight FedEx, with your passport and application fee, to:  
**EMBASSY OF THE KINGDOM OF BAHRAIN, Consular Division,  
3502 International Drive, N.W. Washington D.C. 20008**