



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 ELECTRONIC RETURNS

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

PLEASE LIST THE EMAIL ADDRESS THE COMPLETED DOCUMENT IS TO BE SENT, IF

DIFFERENT FROM ABOVE: _____

CREDIT CARD INFORMATION:

BILLING INSTRUCTIONS:

CARD#: _____
EXP. DATE: _____ CVV#: _____

YOUR P.O. OR REF#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

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 E-VISA INSTRUCTIONS (U.S. PASSPORT HOLDER)

DOCUMENTS REQUIRED:

| | | | |
|----------------------|---|---------------------|---------------|
| VALID PASSPORT: | <u>1-COPY</u> | APPLICATION (S): | <u>1-COPY</u> |
| PASSPORT TYPE PHOTO: | <u>N/A</u> | TRAVEL ITINERARY: | <u>1-COPY</u> |
| COMPANY LETTER: | <u>N/A</u> | RELEASE LETTER | <u>N/A</u> |
| BANK STATEMENTS: | <u>N/A</u> | HOTEL CONFIRMATION: | <u>N/A</u> |
| OTHER: | <u>PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u> | | |

**PLEASE FORWARD THIS SHEET AND ALL REQUIRED DOCUMENTS TO
THE EMAIL ADDRESS LISTED ABOVE**

FEES PER PERSON:

| | |
|------------------------------------|-----------------------------|
| VIP SERVICE FEE: (REGULAR PROCESS) | <u>\$75.00</u> |
| CONSULATE FEE: | <u>\$76.86</u> |
| MONEY ORDER: | <u>\$6.00</u> |
| *ADD RETURN FEDERAL EXPRESS FEE: | <u>N/A</u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE) | <u> </u> |

***RETURN OF VISA:**

THE E-VISA WILL BE EMAILED BACK TO THE REQUESTER, SO PLEASE BE SURE THAT THE EMAIL ADDRESS LISTED ON THE WORK ORDER IS CORRECT.

****E-VISA PROCESSING TIME**

REGULAR PROCESSING TIME: 4 TO 7 DAYS

COMMENTS: SEE NEXT PAGES TO DETERMINE IF YOU QUALIFY TO TRAVEL ON A
E-VISA.

REVISED: 11-2-2017(JENN)



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BAHRAIN E-VISA (BUSINESS OR TOURIST) **U.S. PASSPORT HOLDER**

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

E- VISA:

- 1.) **COPY OF VALID PASSPORT**
 - MINIMUM OF 6 MONTHS VALIDITY
- 2.) **ONE (1) COMPLETED APPLICATION FORM**
- 3.) **ONE COLOR PASSPORT-TYPE PHOTO**
 - MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND
 - CAN BE EMAILED TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE (BUSINESS VISITS ONLY)**
- 5.) **ONE (1) COPY OF HOTEL CONFIRMATION**
- 6.) **COPY OF APPLICANT'S THREE (3) MOST RECENT BANK STATEMENTS**
- 7.) **COPY OF TRAVEL ITINERARY**
 - MUST SHOW PORTS OF ENTRY AND EXIT IN BAHRAIN
- 8.) **CONSULATE FEES: \$85.00**

VALIDITY: E-VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES WITH A VALIDITY RANGING FROM ONE TO THREE MONTHS FROM THE DATE OF ISSUE. THE FINAL DECISION AS TO THE LENGTH OF VALIDITY AND THE NUMBER ENTRIES IS MADE BY THE EMBASSY/CONSULATE ON A CASE-BY-CASE BASIS.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (INFO@VIPPASSPORTS.COM) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- IF YOU DO NOT QUALIFY FOR AN E-VISA (I.E. – REASON FOR TRAVEL IS FOR SOMETHING OTHER THAN BUSINESS OR TOURISM), PLEASE CONTACT OUR OFFICE FOR ADDITIONAL/ALTERNATE INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

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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**