



# 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: [info@vippassports.com](mailto: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#: \_\_\_\_\_

YOUR P.O. OR REF#: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**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\_\_



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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>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1***</u>	RELEASE LETTER	<u>N/A</u>
BANK STATEMENTS:	<u>3-COPY</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
OTHER:	<u>PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>		

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

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### **FEES PER PERSON:**

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<u>\$85.00</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

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COMMENTS: \*\*\*SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS ON FORWARDING  
THE NECESSARY DOCUMENTS TO OUR OFFICE.

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REVISED: 1-27-2016 (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. IF YOU WILL NEED A TOURIST VISA VALID FOR MORE THAN THREE (3) MONTHS, PLEASE [CLICK HERE](#) FOR THE APPROPRIATE INSTRUCTIONS. 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](mailto: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.

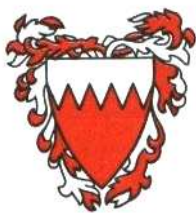
WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
**(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

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**