



# 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\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: BANGLADESH TOURIST VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</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>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: \_\_\_\_\_  
\_\_\_\_\_

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

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<u>\$150.00</u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (3 TO 4 DAYS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 3 TO 4 DAYS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 01-01-2012 (KS)

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



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## BANGLADESH

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

A U.S. PASSPORT HOLDER CAN OBTAIN A BUSINESS/TOURIST VISA ON ARRIVAL FOR A SINGLE ENTRY UP TO 30 DAYS. IN ORDER TO OBTAIN A VISA ON ARRIVAL YOU MUST BE IN POSSESSION OF A MINIMUM OF \$500 IN CASH OR CREDIT CARDS, AN ONWARD AIRLINE TICKET AND THE VISA FEE WILL NEED TO BE SUBMITTED IN U.S. DOLLARS OR EUROS. YOU WILL NEED TO VERIFY WITH YOUR AIRLINER TO CONFIRM THAT THEY WILL LET YOU BOARD WITHOUT THE VISA. IF YOU NEED TO STAY LONGER THAN 30 DAYS OR NEED A MULTIPLE ENTRY VISA THEN YOU WILL NEED TO APPLY FOR A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

#### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$150.00

#### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) COPY OF INVITATION
- 6.) CONSULATE FEE: \$150.00

#### VALIDITY:

SINGLE ENTRY VISAS ARE VALID FOR UP TO (90) NINETY DAYS FROM THE DATE OF ISSUE. MULTIPLE ENTRY VISAS ARE VALID FROM 1-3 YEARS AS REQUESTED ON THE COMPANY LETTER AND THE APPLICATION. YOU MAY STAY UP TO (3) THREE MONTHS.

REVISED: 04-12-2011 (KS)

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



# CONSULATE GENERAL OF BANGLADESH

211 EAST 43RD STREET, SUITE 502, NEW YORK 10017, USA  
TEL - (212) 599 6767, (212) 599 6850, (212) 599 1874, FAX - (212) 682 9211  
E-MAIL: [contact@bdcgny.org](mailto:contact@bdcgny.org), WEB - [www.bdcgny.org](http://www.bdcgny.org)

37mm X 37mm photograph  
(2 copies)

## APPLICATION FOR BANGLADESH VISA

PLEASE FILL IN OR TYPE IN BLOCK LETTERS.

1. Name \_\_\_\_\_

2. Date of Birth \_\_\_\_\_ 3. Place of Birth \_\_\_\_\_ 4. Nationality \_\_\_\_\_  
[e.g. 26-Mar-1971]

5. Passport # \_\_\_\_\_ 6. Place of Issue \_\_\_\_\_ 7. Date of Expiry \_\_\_\_\_  
[e.g. 26-Mar-1971]

8. Sex  Male  Female

9. Marital Status  Single  Married  Widow/Widower  Divorced

10. Name of Spouse \_\_\_\_\_ 10.a. Nationality \_\_\_\_\_

11. Name of Father \_\_\_\_\_ 11.a. Nationality \_\_\_\_\_

12. Name of Mother \_\_\_\_\_ 12.a. Nationality \_\_\_\_\_

13 a. Profession \_\_\_\_\_ 13 b. Name of the Employer \_\_\_\_\_

14.a. Work address and contact details	14. b. Home address and contact details
Street _____	Street _____
House/Apt # _____	House/Apt # _____
City _____	City _____
State _____	State _____
Zip code _____	Zip code _____
Phone _____	Phone _____
Fax _____	Fax _____
Email _____	Email _____

15. Type of Visa  Single  Double  Multiple  Transit

16. Purpose of Visit

Business / Investment  Cultural / Scientific Programme  Employment in UN/International Organization

Expert(s)/Worker(s)/Teachers/Representatives of Industrial/Educational/Training Organizations/Sport/Artistic Activities

Government Contractual Employment  Journalist / Media  Missionary Works  NGO Works

Official  Study / Research  Seminar / Conference / Government Delegates

Tourism(including Tablig/Visiting Relatives)

Others (Please Specify) \_\_\_\_\_

# APPLICATION FOR BANGLADESH VISA (PAGE 2 OF 2)

## 17. Contact details in Bangladesh:

17.a. Address of the institution(s) where you can be contacted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

Email

\_\_\_\_\_

17.b. Address where you will stay in Bangladesh

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone

\_\_\_\_\_

Fax

\_\_\_\_\_

Email

\_\_\_\_\_

18. Expected date of arrival in Bangladesh

\_\_\_\_\_ [e. g. 26-Mar-1971]

19. Port of Entry

\_\_\_\_\_

20. Intended duration of stay (days)

\_\_\_\_\_

21. Have you ever been to Bangladesh?  Yes  No

22. a. If so, indicate the date and length of stay : 22.b. Date (appx) - from

\_\_\_\_\_ [e. g. 26-Mar-1971]

to

\_\_\_\_\_

22.c. Length of stay

\_\_\_\_\_

### 23. DECLARATION

I declare that I have examined the information on this form. To the best of my knowledge and belief the information on this form are true, correct and complete.

Date

\_\_\_\_\_ [e. g. 26-Mar-1971]

Signature of the applicant

\_\_\_\_\_

24. a. Money order #

\_\_\_\_\_

24.b. Issued by

\_\_\_\_\_

24.c. Amount in US \$

\_\_\_\_\_

### FOR OFFICIAL USE ONLY.

Receipt #	Date	Amount in US\$
_____	_____ [e. g. 26-Mar-1971]	_____
Mode of Service <input type="checkbox"/> Mail-In <input type="checkbox"/> Walk-In	Received by	_____
	Processed by	_____
	Signature of the issuing authority	_____
	Date	_____ [e. g. 26-Mar-1971]