



VIP SERVICES

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

(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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BELARUS

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE CURRENT PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION-THE FORM MUST BE FILLED OUT COMPLETELY, NO BLANK SPACES. IF A QUESTION DOES NOT APPLY, PLEASE TYPE "N/A". IF THE ANSWER IS NONE, WRITE "NONE".
- 4.) A COPY OF YOUR OFFICIAL INVITATION (NOT REQUIRED IF YOUR STAY IS GOING TO BE LESS THAN 30 DAYS, BUT YOU STILL NEED TO PLACE THE INVITING ORGANIZATION'S CONTACT INFORMATION (NO ABBREVIATIONS) WITH FULL NAME AND FULL ADDRESS ON THE APPLICATION
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEES:

\$140.00 (SINGLE ENTRY)	5-7 WORKING DAYS
\$280.00 (SINGLE ENTRY)	2-4 WORKING DAYS
\$140.00 (DOUBLE ENTRY)	5-7 WORKING DAYS
\$280.00 (DOUBLE ENTRY)	2-4 WORKING DAYS
\$140.00 (MULTIPLE ENTRY)	5-7 WORKING DAYS
\$280.00 (MULTIPLE ENTRY)	2-4 WORKING DAYS

VALIDITY: VISAS ARE ISSUED FOR THE EXACT DATES REQUESTED ON YOUR APPLICATION. PLEASE NOTE THAT THE VISA CANNOT BE CHANGED OR EXTENDED. IF YOUR TRAVEL PLANS CHANGED AFTER THE VISA HAS BEEN ISSUED, YOU WOULD HAVE TO REAPPLY FOR A NEW ONE.

REVISED: 12-16-2010 (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!**

**РЭСПУБЛІКА БЕЛАРУСЬ
ВІЗАВАЯ АНКЕТА**

**THE REPUBLIC OF BELARUS
VISA APPLICATION FORM**

1. Прозвішча/ Family name	4. Пол/ Sex
2. Імя/ First name	<input type="checkbox"/> мужчынскі/ male
3. Іншыя імёны, прозвішчы, у тым ліку дзявочае/ Other names and (or) maiden name	<input type="checkbox"/> жаночы/ female

Фотаздымак/ Photo

5. Дата нараджэння/ Date of birth	6. Месца нараджэння/ Place of birth																
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>day</td><td>month</td><td colspan="2">year</td><td colspan="4"> </td> </tr> </table>									day	month	year						краіна/ country горад/ city вобласць(раён)/ region
day	month	year															

**Службовыя адзнакі/
For official use**

7. Цяперашняе Грамадзянства(ы)/ Current citizenship(s)

Калі Вы мянялі грамадзянства(ы), назавіце грамадзянства(ы), якія былі ў Вас раней, і вызначце дату(ы) яго(іх) змены /
If you changed your citizenship(s) specify citizenship(s) you held previously and indicate dates of acquiring a new citizenship(s)

Дата звароту:

Падставы:

- сапраўдны пашпарт
- візавая падтрымка
- фінансавыя сродкі
- страхоўка
- інтэрв'ю

8. Тып пашпарта/ Type of passport	9. Нумар пашпарта/ Passport number	12. Дата выдачы/ Date of issue																
<input type="checkbox"/> звычайны/ ordinary <input type="checkbox"/> дыпламатычны/ diplomatic <input type="checkbox"/> службовы/ official <input type="checkbox"/> іншы дакумент/ other document:	10. Кім выдадзены/ Issuing authority	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>day</td><td>month</td><td colspan="2">year</td><td colspan="4"> </td> </tr> </table>									day	month	year					
day	month	year																
	11. Дзе выдадзены/ Place of issue	13. Тэрмін дзеяння/ Valid until																
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Рашэнне по звароту:

- ад
- станоўчае
- адмоўнае

14. Адрас сталага месца жыхарства/ Permanent home address

краіна/ country вобласць(раён)/ region
 горад/ city вуліца/ street
 нумар дома/ building number нумар квартэры/ apartment number
 нумар тэлефона/ phone number e-mail

Тып візы:

- B
- C
- D

15. Месца працы і службовы адрас/ Place of work and work address

прадпрыемства/ company пасада/ position
 краіна/ country вобласць(раён)/ region
 горад/ city вуліца/ street
 нумар дома/ building number нумар тэлефона/ phone number

Кратнасць візы:

- 1
- 2
- шм

16. Тып візы/ Type of visa	17. Катэгорыя візы/ Category of visa	18. Колькасць уездаў/ Number of entries
<input type="checkbox"/> індывідуальная/ individual <input type="checkbox"/> групавая/ group	<input type="checkbox"/> транзітная/ transit <input type="checkbox"/> кароткачасовая/ short-term <input type="checkbox"/> доўгатэрміновая/ long-term	<input type="checkbox"/> аднаразовая/ single <input type="checkbox"/> двухразовая/ double <input type="checkbox"/> шматразовая/ multiple

Мэта візіту:

- транзіт
- дзелавыя стасункі
- удзел у спартыўных/ культурных мерапрыемствах
- прэса
- гуманітарная
- рэлігійныя стасункі
- з правам працы па найму
- турызм
- на вучобу
- прыватная
- наведванне месцаў пахавання
- на сталае жыхарства
- службовая
- дыпламатычная

19. Тэрмін дзеяння візы/ Term of visa validity

з/ from	па/ until	на тэрмін знаходжання/ for a term of stay																																						
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20. Назва запрашаючай арганізацыі або імя запрашаючай асобы/ Name of inviting organisation or person

21. Адрас запрашаючай арганізацыі або асобы/ Address of inviting organization or person

вобласць/ region горад/ city
 вуліца/ street нумар дома/ building number
 нумар квартэры/ apartment number нумар тэлефона/ phone number
 нумар факса/ fax number e-mail

Віза:

№

22. Адрас знаходжання ў Беларусі/ Address of stay in Belarus

вобласць(раён)/ region горад/ city
 вуліца/ street нумар дома/ building number
 нумар квартэры/ apartment number гасцініца/ hotel

Сапраўдная:

з

па

23. Падрабязнае тлумачэнне мэты візіту/ Detailed explanation of a purpose of visit

