



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#: _____

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

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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: _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: BHUTAN TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u> </u>	DRIVERS LICENSE:	<u> </u>
COPY OF INVITATION:	<u> </u>	RELEASE LETTER:	<u> </u>
OTHER:	<u> </u>		
	<u> </u>		
	<u> </u>		

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

FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE:	<u>\$30.00</u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>2-4 WEEKS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50		
		TODAY'S DATE:	<u> </u>

COMMENTS:

REVISED: 01-01-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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BHUTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATIONS CAN BE COPIED)
- 4.) A COPY OF YOUR ROUND TRIP AIRLINE TICKETS
- 5.) YOUR INTERNATIONAL HEALTH CERTIFICATE
SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 6.) CONSULATE FEE: \$30.00

BUSINESS VISA

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATIONS CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) YOUR INTERNATIONAL HEALTH CERTIFICATE
SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 7.) CONSULATE FEE: \$30.00

VALIDITY:

VISAS ARE VALID FOR A SINGLE ENTRY WITHIN 45 DAYS FROM THE DATE ISSUED. YOU MAY STAY IN THE COUNTRY UP TO 90 DAYS. (A MULTIPLE ENTRY VISA MAY BE REQUESTED BUT ISSUED SOLELY AT THE DISCRETION OF THE VISA OFFICER)

REVISED: 01-01-2005



APPLICATION FOR A VISA TO VISIT BHUTAN

(Note: If any of the particulars furnished below are found to be incorrect or if any information is found to have been withheld, the visa if granted is liable to be cancelled at any time).

1. Name in full (surname in capitals) Mr./Mrs./Miss _____

2. Permanent address _____

3. Place and date of birth _____

4. Nationality _____
5. Profession or occupation _____
6. Particulars of passport or other travel document:
 (a) Number _____ (b) Place Of issue _____
 (c) Date of issue _____
7. Period for which visa is required _____
8. Reason for visiting Bhutan _____

Place _____

Signature of Applicant

Dare _____

For official use only:

Type of visa _____
 Visa number _____
 Date of issue _____
 Fee _____

