



# 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

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

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

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

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

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

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

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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## PEOPLE'S REPUBLIC OF CHINA (P.R.C.)

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### 1.) U.S. PASSPORT

- MUST HAVE ONE BLANK VISA PAGE
- MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE EXPECTED DATE OF DEPARTURE FROM CHINA-IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, THE PASSPORT MUST HAVE AT LEAST 18 MONTHS REMAINING VALIDITY

### 2.) ONE RECENT 2X2 COLOR PASSPORT TYPE PHOTOGRAPH:

- WHITE BACKGROUND REQUIRED

### 3.) SIGNED COMPLETED APPLICATION AND APPLICANT DETAIL FORM:

- **CLICK HERE** FOR THE LINK TO COMPLETE THE APPLICATION – *THE APPLICATION MUST BE TYPED AND COMPLETED IN ITS ENTIRETY (LEAVE NO SPACES BLANK) IF A QUESTION DOES NOT APPLY, PLEASE INDICATE BY PLACING AN “N/A” IN EACH FIELD (SEE NOTES BELOW FOR MORE DETAILS)*

**NOTE:** THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS IF THEY HAVE NOT BEEN FILLED OUT CORRECTLY AND/OR IN ITS ENTIRETY. THE APPLICATION MUST BE TYPED AND SHOULD HAVE “N/A” IN THE FIELD IF THE QUESTION DOES NOT APPLY. IF THE APPLICATION THAT WE RECEIVE IS COMPLETED INCORRECTLY, THE PROCESS WILL INCUR A ONE DAY DELAY AND THE APPLICATION WILL BE CORRECTED ON APPLICANT’S BEHALF (**\$10.00 VIP SERVICE FEE PER PAGE**).

### 4.) COMPANY LETTER OF GUARANTEE (DETAILED)

### 5.) COPY OF THE TRAVEL ITINERARY

### 6.) PROOF OF RESIDENCE: (PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF DRIVER’S LICENSE
- COPY OF MAJOR UTILITY BILL (*ELECTRIC, WATER, GAS*)

### 7.) COPY OF FRONT AND BACK OF VALID CREW BADGE

### 8.) COPIES OF PRIOR VISA(S) (IF APPLICABLE) – IF YOU HAVE BEEN TO CHINA PREVIOUSLY, AND THE VISAS ARE IN A PRIOR PASSPORT, PLEASE BE SURE TO SEND CLEAR COPIES OF THE VISAS USED FOR THESE TRIPS AS WELL AS A CLEAR COPY OF THE INFORMATION PAGE OF THE PASSPORT.

**CONTINUED →**



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**9.) CONSULATE FEE: (FEES DETERMINED BY JURISDICTION. SEE PAGES 6 & 7 FOR ADDITIONAL INFORMATION)**

<b>CONSULATE FEES</b>		
<b>CONSULATE LOCATION</b>	<b>PROCESS SPEED</b>	<b>CONSULATE FEE</b>
HOUSTON	4 TO 7 DAYS	\$140.00
	2 TO 3 DAYS *	\$160.00
CHICAGO	6 TO 7 DAYS	\$140.00
	5 DAYS OR LESS*	\$160.00
NEW YORK	6 TO 8 DAYS	\$140.00
	5 DAYS*	\$160.00
	4 DAYS OR LESS*	\$180.00
LOS ANGELES	5 TO 7 DAYS	\$140.00
SAN FRANCISCO	5 TO 7 DAYS	\$140.00
WASHINGTON	5 TO 7 DAYS	\$140.00

**\*PROCESSING TIMES: RUSH SERVICE IS NOT ALWAYS AVAILABLE.**

PLEASE EMAIL A COPY OF THE DOCUMENTS TO OUR OFFICE TO REVIEW BEFORE SENDING TO CHECK AVAILABILITY. IT IS NOT RECOMMENDED FOR THE APPLICANT TO PURCHASE NON-REFUNDABLE/NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND. THE VISA OFFICER MAY CONTACT THE CHINESE HOST TO VERIFY INFORMATION ON THE LETTER OF INVITATION, WHICH MAY DELAY THE PROCESS IF THE CONSULATE IS UNABLE TO REACH THE INVITING ORGANIZATION.

**IMPORTANT:** IF ENTERING OR EXITING ON A COMMERCIAL AIRLINE, A SECONDARY BUSINESS OR TOURIST VISA WILL BE NEEDED. THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY IN ADDITION TO A CREW VISA ALREADY BEING IN THE SAME PASSPORT.

**CONTINUED →**



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**VALIDITY:** CREW MEMBERS OF THE FOLLOWING 10 AIRLINE COMPANIES MAY APPLY FOR A MULTIPLE ENTRY CREW VISA VALID FOR UP TO FIVE (5) YEARS: UNITED AIRLINES, DELTA AIRLINES, AMERICAN AIRLINES, UPS, FEDERAL EXPRESS, POLAR AIR CARGO, EVERGREEN AIR CARGO, KALITTA AIR INC., SOUTHERN AIR INC. AND WORLD AIRWAYS INC. FOR ALL OTHER AIRLINES AND PRIVATE AIRCRAFT CREW MEMBERS THE VISA OFFICER WILL TYPICALLY ISSUE A SINGLE OR DOUBLE ENTRY VISA VALID FOR 6 MONTHS (HERE RECENTLY WE HAVE SEEN SOME ISSUED FOR MULTIPLE ENTRY AND VALID FOR UP TO 5 YEARS) AND IS DETERMINED ON A CASE BY CASE BASIS. THE CREW VISA WILL ALLOW FOR A STAY FOR UP TO 7 TO 10 DAYS. THE VALIDITY, DURATION OF STAY AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS.

## **SPECIAL INSTRUCTIONS FOR FORMER ASIAN CITIZENS:**

**FORMER CHINA NATIONALS:** BE SURE TO LIST THE CHINESE NAME IN SECTION 1.2 OF THE APPLICATION. APPLICANT MUST ALSO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE U.S. FIRST-TIME APPLICANTS WHOSE FORMER NATIONALITY WAS CHINESE, OR WHO WERE BORN IN CHINA (*INCLUDING HONG KONG, MACAO AND TAIWAN*), NEED TO SUBMIT THE ORIGINAL CHINESE PASSPORT PREVIOUSLY HELD.

**FORMER TAIWAN NATIONALS:** IN SECTION 1.8 (PLACE OF BIRTH), PLEASE LIST "CHINA". PLEASE ALSO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF THE TAIWANESE PASSPORT PREVIOUSLY HELD IS NOT AVAILABLE, THE APPLICANT WILL NEED TO PROVIDE A COVER LETTER EXPLAINING THE CIRCUMSTANCES (*THE CONSULATE HAS BEEN KNOWN TO ASK THAT THE APPLICANT COME IN PERSON FOR AN INTERVIEW*).

**REVISED: 10-18-2016 (SW)**

# **CHINESE CONSULATE JURISDICTIONS**

## *PROCESS TIMES & CONSULATE-SPECIFIC SPECIAL REQUIREMENTS*

***(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE)***

### ➤ **HOUSTON CONSULATE**

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, OKLAHOMA, PUERTO RICO, TEXAS

**PROCESSING TIME:** 4 TO 7 BUSINESS DAYS (*CONSULATE FEE \$140.00*)

- RUSH PROCESSING IS GENERALLY NOT AVAILABLE UNLESS THERE IS A MEDICAL EMERGENCY REQUIRING THE VISA TO BE ISSUED ON A RUSH BASIS (*TO BE CONSIDERED FOR A RUSH PROCESS, WILL NEED TO INCLUDE ADDITIONAL DOCUMENTS FROM THE CONTACT IN CHINA EXPLAINING THE MEDICAL EMERGENCY AND PROVIDE A COPY OF THE TRAVEL ITINERARY TO SUBSTANTIATE THE REQUEST*)
- **IN ORDER FOR THE DOCUMENTS TO BE SUBMITTED THE SAME DAY THEY ARE RECEIVED, WE MUST HAVE THEM HERE IN OUR OFFICE BY 8:00AM. ANY DOCUMENTS RECEIVED AFTER THAT TIME MAY INCUR A ONE-DAY DELAY IN SUBMISSION.**

### ➤ **CHICAGO CONSULATE**

JURISDICTION: COLORADO, ILLINOIS, INDIANA, IOWA, KANSAS, MICHIGAN, MINNESOTA, MISSOURI, WISCONSIN

**PROCESSING TIME:** 6 TO 7 BUSINESS DAYS (*CONSULATE FEE \$140.00*)

**RUSH PROCESS TIME:** LESS THAN 5 BUSINESS DAYS (*CONSULATE FEE \$160.00*)

- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION

### ➤ **NEW YORK CONSULATE**

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT

**PROCESSING TIME:** 6 TO 8 BUSINESS DAYS (*CONSULATE FEE \$140.00*)

**RUSH PROCESSING TIME(S):** LESS THAN 5 BUSINESS DAYS (*CONSULATE FEE \$160.00*)  
LESS THAN 4 BUSINESS DAYS (*CONSULATE FEE \$180.00*)

#### **THE CONSULATE IN NEW YORK ALSO REQUIRES:**

- IN SECTION 1.9 YOU NEED TO FILL IT IN WITH EITHER THE PASSPORT NUMBER OR THE DRIVER'S LICENSE NUMBER.
- THE CHINESE CONSULATE IN NEW YORK WANTS THE APPLICANT TO SUBMIT A COPY OF THE HOTEL CONFIRMATION AND THE TRAVEL ITINERARY FOR BOTH THE TOURIST AND THE BUSINESS VISA APPLICATIONS.
- A DRIVER'S LICENSE IS NOT REQUIRED.

**CONTINUED →**

➤ **LOS ANGELES CONSULATE**

JURISDICTION: *ARIZONA, SOUTHERN CALIFORNIA, HAWAII, NEW MEXICO, PACIFIC ISLANDS*

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS (*CONSULATE FEE \$140.00*)

**THE CONSULATE IN LOS ANGELES ALSO REQUIRES:**

- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANTS DRIVERS LICENSE FOR PROOF OF RESIDENCE.
- THE CONTACT DETAILS OF THE INVITER MUST BE LISTED WITH THEIR NAME AND JOB TITLE BELOW THE SIGNATURE.
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION.
- THE CONSULATE IN LOS ANGELES IS CURRENTLY REQUESTING THAT YOU PROVIDE THE ORIGINAL PASSPORT WITH THE PREVIOUS VISA(S) IN IT OR IF YOU NO LONGER HAVE POSSESSION OF THE PREVIOUS PASSPORT WITH VISA(S) THE CONSULATE IS SUBJECT TO ASK THAT THE APPLICANT SUBMIT THEIR APPLICATION IN PERSON.

➤ **SAN FRANCISCO CONSULATE**

JURISDICTION: *ALASKA, NORTHERN CALIFORNIA, NEVADA, OREGON, WASHINGTON STATE*

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS (*CONSULATE FEE \$140.00*)

**THE CONSULATE IN SAN FRANCISCO ALSO REQUIRES:**

- THE CONTACT DETAILS OF THE INVITER MUST BE LISTED WITH THEIR NAME AND JOB TITLE BELOW THE SIGNATURE. PLEASE BE SURE THAT THEY HAVE INCLUDED THEIR DIRECT PHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS.
- THE INFORMATION PROVIDED ON THE INVITATION REGARDING THE CITY OF THE INVITING COMPANY MUST CORRESPOND WITH THE ADDRESS OF THE HOTEL LISTED ON THE APPLICATION. THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.

➤ **WASHINGTON, D.C. EMBASSY**

JURISDICTION: *WASHINGTON D.C., DELAWARE, IDAHO, KENTUCKY, MARYLAND, MONTANA, NEBRASKA, NORTH CAROLINA, SOUTH CAROLINA, NORTH DAKOTA, SOUTH DAKOTA, TENNESSEE, UTAH, VIRGINIA, WEST VIRGINIA, WYOMING*

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS (*CONSULATE FEE \$140.00*)

**THE EMBASSY IN D.C. ALSO REQUIRES:**

- PASSPORT MUST HAVE TWO (2) BLANK SIDE-BY-SIDE VISA PAGES OR FRONT AND BACK BLANK VISA PAGES. THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.

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## EXAMPLE OF A COMPANY LETTER FOR CREW MEMBERS

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

PLEASE BE ADVISED THAT THE BELOW LISTED INDIVIDUALS ARE APPLYING FOR CREW MEMBER VISAS. OUR COMPANY, (EMPLOYEEER), WILL GUARANTEE MR. /MRS. (TRAVELER) MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS/HER WELFARE WHILE IN YOUR COUNTRY.

PILOTS: PRIMAMRY: (LIST NAME)  
BACK UP (S): (LIST NAME)

FIRST OFFICER: PRIMAMRY: (LIST NAME)  
BACK UP: (LIST NAME)

FLIGHT ATTENDANT: PRIMAMRY: (LIST NAME)  
BACK UP: (LIST NAME)

DATE OF 1<sup>ST</sup> ARRIVAL: (LIST DATE OF 1<sup>ST</sup> ENTRY)

AIRPORT OR ARRIVAL: (LIST AIRPORT OF 1<sup>ST</sup> ARRIVAL)

AIRCRAFT/FLIGHT: (TAIL NUMBER)

DATE OF DEPARTURE: (LIST THE DATE OF INTENDED DEPARTURE)

AIRPORT OF DEPARTURE: (LIST THE AIRPORT WHERE YOU WILL DEPART)

PURPOSE FOR TRAVEL: (LIST PURPOSE FOR TRAVEL)

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. /MRS.

(TRAVELER) THE APPROPRIATE (SINGLE OR DOUBLE OR MULTIPLE) ENTRY CREW VISA AT YOUR EARLIEST CONVENIENCE. IF YOU HAVE ANY QUESTIONS, PLEASE GIVE ME A CALL AT (CONTACT PHONE NUMBER).

THANK YOU, (SUPERVISORS TITLE AND SIGNATURE)