

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 Email: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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CHINA (PRC) WORK VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1-TYPED
PASSPORT TYPE PHOTO (S):	1-COLOR	FOREIGN EXPERT LICENSE:	SEE BELOW
PROOF OF RESIDENCE:	1	VISA NOTIFICATION:	SEE BELOW
TRAVEL ITINERARY:	1-COPY	WORK PERMIT:	SEE BELOW
COPY OF PRIOR VISA(S):	1	PROOF OF RELATIONSHIP:	SEE BELOW

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	<u> </u>
OTHER FEES: <u>OUT OF JURISDICTION FEE (SEE NEXT PAGES)</u>	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	SEE PAGES 6 & 7
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING). NOT AVAILABLE IN ALL JURISDICTIONS.	

COMMENTS: RUSH PROCESSING IS ONLY AVAILABLE PER JURISDICTION. PLEASE REVIEW JURISDICTION INFORMATION TO SEE IF RUSH SERVICE IS AVAILABLE. PLEASE EMAIL A COPY OF THE DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com) THEN GIVE US A CALL SO WE CAN REVIEW THE DOCUMENTS AND PROVIDE SHIPPING INSTRUCTIONS (PRIOR TO SENDING THE ORIGINALS).

REVISED: 4-26-2018 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations

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CHINA (P.R.C.) WORK VISA

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
- [CLICK HERE](#) FOR MORE DETAILED GUIDELINES FOR PHOTOS

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)*

4.) 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.

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

- COPY OF DRIVER'S LICENSE
- COPY OF MAJOR UTILITY BILL (ELECTRIC, WATER, GAS)
- MORTGAGE STATEMENT
- LEASE AGREEMENT

****PROOF OF RESIDENCE IS USED TO VERIFY JURISDICTION, SO PLEASE BE SURE IT CORRESPONDS WITH ADDRESS LISTED ON THE APPLICATION****

6.) ORIGINAL INVITATION LETTER ISSUED BY THE AUTHORIZED CHINESE UNIT OR CONFIRMATION LETTER OF INVITATION ISSUED BY AUTHORIZED CHINESE AGENCY(MUST BE ORIGINAL, OTHERWISE THERE WILL BE A DELAY IN PROCESSING), AS WELL AS ONE OF THE FOLLOWING DOCUMENTS:

- FOREIGNER EMPLOYMENT PERMIT ISSUED BY MINISTRY OF HUMAN RESOURCES AND SOCIAL SECURITY OF CHINA
- FOREIGN EXPERT CONFIRMATION DOCUMENT ISSUED BY STATE ADMINISTRATION OF FOREIGN EXPERTS' AFFAIRS OF CHINA

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- REGISTRATION CERTIFICATE OF FOREIGN ENTERPRISES' PERMANENT REPRESENTATIVE OFFICES IN CHINA ISSUED BY THE STATE ADMINISTRATION FOR INDUSTRY AND COMMERCE, OR THE APPROVAL DOCUMENT FOR THE PERMANENT REPRESENTATIVE OFFICE OF FOREIGN ENTERPRISES ISSUED BY RELATED COMMERCIAL DEPARTMENTS
 - APPROVAL DOCUMENT ISSUED BY THE MINISTRY OF CULTURE FOR THOSE WHO COME TO CHINA FOR COMMERCIAL PERFORMANCE
 - INVITATION LETTER BY AUTHORIZED UNIT OR A CONFIRMATION ISSUED BY THE FOREIGN AFFAIRS OFFICE OF A PROVINCE (AUTONOMOUS REGION, CITY)
- 7.) **PROOF OF RELATIONSHIP:** ACCOMPANYING FAMILY MEMBERS OF FOREIGNERS WORKING IN CHINA SHOULD SUBMIT AN INVITATION LETTER BY AUTHORIZED UNIT OR CONFIRMATION LETTER OF INVITATION ISSUED BY AN AUTHORIZED CHINESE AGENCY AND ONE OF THE FOLLOWING:
- COPY OF BIRTH CERTIFICATE (FOR CHILDREN)
 - COPY OF MARRIAGE CERTIFICATE (FOR SPOUSES)
- 8.) **CONSULATE FEE:** (FEES DETERMINED BY JURISDICTION. SEE PAGES 6 & 7 FOR ADDITIONAL INFORMATION)

CONSULATE FEES		
CONSULATE LOCATION	PROCESS SPEED	CONSULATE FEE
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
	2 TO 3 DAYS *	\$170.00

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***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.

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**).

VALIDITY: THE CONSULATE WILL TYPICALLY ISSUE THE VISA VALID FOR A SINGLE ENTRY THAT WILL ALLOW FOR A STAY INDEFINITELY. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF CHINA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH CHINESE LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.

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: 4-26-2018 (JENN)

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 (TO BE CONSIDERED FOR A RUSH PROCESS, WILL NEED TO INCLUDE AN ADDITIONAL LETTER FROM THE CONTACT IN CHINA EXPLAINING THE URGENCY 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.
- A DRIVER'S LICENSE IS NOT REQUIRED.

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➤ **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:

- **THE LOS ANGELES CONSULATE HAS ITS OWN APPLICATION, [CLICK HERE TO COMPLETE THE APPROPRIATE FORM](#)**
- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANTS DRIVERS LICENSE FOR PROOF OF RESIDENCE.
- THE INFORMATION PROVIDED ON THE INVITATION REGARDING THE CITY OF THE INVITING ORGANIZATION MUST CORRESPOND WITH THE ADDRESS OF THE HOTEL LISTED ON THE APPLICATION
- 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

THE CONSULATE IN SAN FRANCISCO REQUIRES:

- THIS CONSULATE DOES REQUIRE THE APPLICANT TO SUBMIT THEIR APPLICATION IN PERSON WHEN REQUESTING A "Z" EMPLOYMENT VISA. THE NEW POLICY REQUIRES EACH APPLICANT TO HAVE THEIR FINGERPRINTS TAKEN AS PART OF THE PROCESS.

➤ **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

THE EMBASSY IN D.C. ALSO REQUIRES:

- THIS CONSULATE DOES REQUIRE THE APPLICANT TO SUBMIT THEIR APPLICATION IN PERSON WHEN REQUESTING A "Z" EMPLOYMENT VISA. THE NEW POLICY REQUIRES EACH APPLICANT TO HAVE THEIR FINGERPRINTS TAKEN AS PART OF THE PROCESS.

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