



# 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\_\_\_\_\_



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## CHINA WORK/EMPLOYMENT VISA ("Z" VISA) *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

|                     |                |                         |                  |
|---------------------|----------------|-------------------------|------------------|
| VALID PASSPORT:     | <u>1</u>       | FOREIGN EXPERT LICENSE: | <u>SEE BELOW</u> |
| PASSPORT PHOTO (S): | <u>1-COLOR</u> | COPY OF PRIOR VISA:     | <u>1-COPY</u>    |
| APPLICATION FORM:   | <u>1-TYPED</u> | VISA NOTIFICATION:      | <u>SEE BELOW</u> |
| DRIVER LICENSE:     | <u>1-COPY</u>  | WORK PERMIT:            | <u>SEE BELOW</u> |
| TRAVEL ITINERARY:   | <u>1-COPY</u>  | PROOF OF RELATIONSHIP:  | <u>SEE BELOW</u> |

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS AND ALSO SEE THE COMMENTS BELOW!

**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: (SEE NEXT PAGE)  | <u>                    </u> |
| MONEY ORDER:  | <u>\$6.00</u>               |
| ** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS) | <u>                    </u> |
| *ADD RETURN FEDERAL EXPRESS FEE:  | <u>                    </u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE)  | <u>                    </u> |

#### \*FEDERAL EXPRESS FEES:

|                                  |         |
|----------------------------------|---------|
| PRIORITY LETTER                  | \$29.00 |
| 2-DAY LETTER                     | \$23.50 |
| 3-DAY LETTER                     | \$19.50 |
| SATURDAY LETTER                  | \$41.50 |
| FED EX 1 <sup>ST</sup> OVERNIGHT | \$75.00 |

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: SEE PAGE 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 THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: RUSH PROCESSING IS ONLY AVAILABLE PER JURISDICTION. PLEASE REVIEW JURISDICTION INFORMATION TO SEE IF RUSH SERVICE IS AVAILABLE. PLEASE EMAIL A COPY OF ALL 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: 2:/23/4239\*UFN+



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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)*

#### 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*)

#### 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 UNITE 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*)

| <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             |
|                           | 2 TO 3 DAYS*         | \$170.00             |

**CONTINUED →**



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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: 08-01-2017 (SDL)**

# **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.

**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 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.

REVISED: 08-01-2017 (SDL)