

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@vipassports.com



ATTENTION

UNTIL FURTHER NOTICE, IT IS RECOMMENDED FOR ALL APPLICANTS WHO HAVE VISA ENTRY/EXIT STAMPS FROM TURKEY TO INCLUDE A COPY OF THEIR RESUME WHEN APPLYING FOR A BUSINESS VISA. THE CONSULATE HAS BEEN SELECTING THESE APPLICANTS AND ASKING THE DOCUMENT BE PROVIDED, SO TO AVOID ANY DELAYS IN PROCESSING, PLEASE INCLUDE THIS ADDITIONAL ITEM (*WHERE APPLICABLE*) WHEN SENDING YOUR PAPERWORK TO OUR OFFICE FOR PROCESSING.

ALSO, AS A REMINDER, PLEASE BE SURE YOUR INVITATION IS ATTENTION/ADDRESSED TO THE CONSULATE IN YOUR JURISDICTION WHERE THE VISA WILL BE PROCESSED AND BEARS THE SIGNATURE AND SEAL OF THE INVITER.

WE WILL UPDATE OUR INSTRUCTIONS ACCORDINGLY AS NEW INFORMATION IS MADE AVAILABLE.

THANKS,

VIP PASSPORT SERVICES, INC.

Specializing in Visas, Passports, Document Legalization and Translations

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

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) ONE (1) 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)*

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)
- MORTGAGE STATEMENT
- LEASE AGREEMENT

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

7.) COPY OF THE INVITATION LETTER ISSUED BY THE CHINESE GOVERNMENT, COMPANY, CORPORATION AND OR AUTHORIZED CHINESE AGENCY. IF THE INVITATION IS NOT PROVIDED BY THE OFFICIAL CHINESE GOVERNMENT, THE LETTER MUST INCLUDE THE FOLLOWING ITEMS:

- ❖ PERSONAL INFORMATION OF THE APPLICANT INCLUDING FULL NAME, GENDER, AND DATE OF BIRTH.
- ❖ INFORMATION CONCERNING THE APPLICANT'S VISIT TO CHINA INCLUDING THE PURPOSE OF THE VISIT, DATE OF ARRIVAL, DATE OF DEPARTURE, PLACES TO VISIT, RELATIONSHIP BETWEEN THE APPLICANT AND THE INVITER AND WHO WILL BEAR THE COST OF THE APPLICANT'S ACCOMMODATIONS IN CHINA

CONTINUED →

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- ❖ INFORMATION PROVIDED ON THE INVITATION REGARDING THE CITY OF THE INVITING COMPANY MUST CORRESPOND WITH THE ADDRESS OF THE HOTEL LISTED ON THE APPLICATION
- ❖ INFORMATION OF THE INVITER INCLUDING THE NAME OF THE UNIT, PHONE NUMBER, ADDRESS, SEAL AND SIGNATURE OF THE LEGAL REPRESENTATIVE (IF THE COMPANY DOES NOT HAVE AN OFFICIAL SEAL PLACED ON THE INVITATION THE CONSULATE WILL WANT A COPY OF THE CHINESE COMPANY'S CERTIFICATE OF INCORPORATION OR ITS EQUIVALENT).

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 MOST RECENT VISAS USED FOR THESE TRIPS AS WELL AS A CLEAR COPY OF THE INFORMATION PAGE OF THE PASSPORT.

9.) **PROOF OF LEGAL U.S. STATUS**- PLEASE SUBMIT ONE OF THE FOLLOWING

- COPY OF FRONT/BACK OF VALID U.S. GREEN CARD – *SOME JURISDICTIONS HAVE ADDITIONAL ALTERNATE REQUIREMENTS FOR PERMANENT RESIDENTS. PLEASE REFER TO JURISDICTION LIST FOR MORE INFORMATION*
- ORIGINAL U.S. VISA WITH PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>) – ONLY APPLICANTS WITH WORKING-CLASS VISAS WILL BE ACCEPTED. CHINA WILL NOT ACCEPT APPLICATIONS AND REQUESTS FROM TRAVELERS HOLDING B1/B2-CLASS VISAS.

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

****ADDITIONAL DOCUMENTS MAY BE REQUIRED DEPENDING ON JURISDICTION; PLEASE BE SURE TO REFER TO JURISDICTION LIST FOR ADDITIONAL REQUIREMENTS, IF ANY.**

VALIDITY: THE CONSULATE WILL TYPICALLY ISSUE THE VISA VALID FOR UP TO 120 MONTHS THAT WILL ALLOW MULTIPLE ENTRIES FOR A STAY FROM 30 TO 60 DAYS ON EACH ENTRY. IF REQUESTING A STAY OF LONGER THAN 60 DAYS, THE CONSULATE WILL ISSUE THE VISA WITH A VALIDITY OF ONLY 12 MONTHS. 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.

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 PRIOR TO SENDING ORIGINALS. 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.

CONTINUED →

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COUNTRY-SPECIFIC PROCESSING INFORMATION:

| PERSONAL APPEARANCE REQUIRED FOR CITIZENS OF: | RUSH SERVICE NOT AVAILABLE FOR CITIZENS OF: |
|--|--|
| ALGERIA | AUSTRIA |
| BANGLADESH | BELGIUM |
| FRANCE | CZECH REP. |
| NIGERIA | DENMARK |
| PAKISTAN | ESTONIA |
| SYRIA | GERMANY |
| TURKEY | GREECE |
| | IRELAND |
| | LUXEMBOURG |
| | NETHERLANDS |
| | PORTUGAL |
| | SWEDEN |

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: 5-31-2018 (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

CONSULATE FEES/ PROCESSING TIME:

| VALIDITY | CONSULATE FEE REGULAR PROCESSING (4-7 BUSINESS DAYS) | CONSULATE FEE EXPEDITED PROCESSING (2-3 BUSINESS DAYS) |
|---------------------|---|---|
| SINGLE | \$30.00 | \$50.00 |
| DOUBLE | \$45.00 | \$65.00 |
| MULTIPLE (6 MONTHS) | \$60.00 | \$80.00 |
| MULTIPLE (1 YEAR) | \$90.00 | \$110.00 |

- 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

CONSULATE FEES/PROCESSING TIMES:

| VALIDITY | CONSULATE FEE REGULAR PROCESSING (6 - 7 BUSINESS DAYS) | CONSULATE FEE RUSH PROCESSING (5 DAYS OR LESS) |
|---------------------|---|---|
| SINGLE | \$30.00 | \$50.00 |
| DOUBLE | \$45.00 | \$65.00 |
| MULTIPLE (6 MONTHS) | \$60.00 | \$80.00 |
| MULTIPLE (1 YEAR) | \$90.00 | \$110.00 |

- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION
- [CLICK HERE](#) TO COMPLETE THE ADDITIONAL SUPPLEMENTAL FORM REQUIRED FOR ALL NON-U.S. CITIZENS.
- **THE CHICAGO CONSULATE REQUIRES THAT ALL PERMANENT RESIDENTS SUBMIT A NOTARIZED COPY OF THEIR PERMANENT RESIDENT CARD**

CONTINUED →

➤ **NEW YORK CONSULATE**

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

CONSULATE FEES/ PROCESSING TIME:

| VALIDITY | CONSULATE FEE REG. PROCESSING (6 – 8 BUSINESS DAYS) | CONSULATE FEE RUSH PROCESSING (4 DAYS) | CONSULATE FEE RUSH PROCESSING (3 DAYS OR LESS) |
|-------------------|---|--|---|
| SINGLE | \$30.00 | \$50.00 | \$70.00 |
| DOUBLE | \$45.00 | \$65.00 | \$85.00 |
| MULTIPLE (6 MOs.) | \$60.00 | \$80.00 | \$100.00 |
| MULTIPLE (1 YEAR) | \$90.00 | \$110.00 | \$130.00 |

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 CONSULATE OF CHINA NEW YORK REQUIRES A COPY OF HOTEL CONFIRMATION

➤ **LOS ANGELES CONSULATE**

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

CONSULATE FEES/ PROCESSING TIME:

| VALIDITY | CONSULATE FEE REGULAR PROCESSING (5-7 BUSINESS DAYS) |
|---------------------|--|
| SINGLE | \$30.00 |
| DOUBLE | \$45.00 |
| MULTIPLE (6 MONTHS) | \$60.00 |
| MULTIPLE (1 YEAR) | \$90.00 |

THE CONSULATE IN LOS ANGELES ALSO REQUIRES:

- **THE LOS ANGELES CONSULATE HAS ITS OWN APPLICATION, [CLICK HERE TO COMPLETE THE APPROPRIATE FORM](#)**
- [CLICK HERE](#) TO COMPLETE THE ADDITIONAL SUPPLEMENTAL FORM REQUIRED FOR ALL NON-U.S. CITIZENS.
- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANT'S DRIVER'S LICENSE FOR PROOF OF RESIDENCE
- 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.
- **THE CONSULATE OF CHINA IN LOS ANGELES REQUIRES THE ORIGINAL GREEN CARD TO BE SUBMITTED AS PROOF OF VALID U.S. STATUS, WHEN APPLICABLE**

CONTINUED →

➤ **SAN FRANCISCO CONSULATE**

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

CONSULATE FEES/PROCESSING TIMES:

| VALIDITY | CONSULATE FEE REGULAR PROCESSING <i>(5-7 BUSINESS DAYS)</i> |
|---------------------|---|
| SINGLE | \$30.00 |
| DOUBLE | \$45.00 |
| MULTIPLE (6 MONTHS) | \$60.00 |
| MULTIPLE (1 YEAR) | \$90.00 |

THE CONSULATE IN SAN FRANCISCO ALSO REQUIRES:

- THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION
- APPLICANTS WITH A U.S. GREENCARD MUST SUBMIT A **NOTARIZED COPY** ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS

➤ **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

CONSULATE FEES/PROCESSING TIMES:

| VALIDITY | CONSULATE FEE REGULAR PROCESSING <i>(5 - 7 BUSINESS DAYS)</i> |
|---------------------|---|
| SINGLE | \$30.00 |
| DOUBLE | \$45.00 |
| MULTIPLE (6 MONTHS) | \$60.00 |
| MULTIPLE (1 YEAR) | \$90.00 |

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.

REVISED 5-31-2018 (JENN)

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

DATE: _____

EMBASSY/CONSULATE OF CHINA IN _____
(PLEASE ADDRESS TO APPLICABLE JURISDICTION)

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 AUTHORIZES TRAVEL SIGNS THIS LETTER.
THE TRAVELER SHOULD NOT SIGN THIS LETTER.