

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 TOURIST VISA (PRC) NON-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	PRIOR CHINA VISA(S):	1-COPY
HOTEL CONFIRMATION:	1-COPY	TRAVEL ITINERARY:	1-COPY
PROOF OF RESIDENCE:	1-COPY		

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$95.00

CONSULATE FEE: (SEE NEXT PAGE) _____

MONEY ORDER: \$6.00

** SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS) _____

OTHER FEES: OUT OF JURISDICTION FEE _____

*ADD RETURN FEDERAL EXPRESS FEE: _____

TOTAL: (NO PERSONAL CHECKS PLEASE) _____

<u>RETURN SHIPPING FEES (SELECT ONE)</u>	
<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	\$49.50
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<u>SEE PAGES 6 & 7</u>
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: 4-24-2018 (JENN)

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, YOUR 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 TO YOU, PLEASE INDICATE BY PLACING AN "N/A" IN EACH FIELD (SEE NOTES BELOW FOR MORE DETAILS)**

4.) COPY OF THE TRAVEL ITINERARY

- 5.) 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.

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

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

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

7.) ONE (1) COPY OF HOTEL CONFIRMATION (WHEN APPLICABLE)

- 8.) COPY OF INVITATION (WHEN APPLICABLE) – FROM CHINESE CITIZEN OR A FOREIGN CITIZEN LIVING IN CHINA WITH A CHINESE PERMANENT RESIDENCE PERMIT. LETTER SHOULD CONTAIN THE FOLLOWING:

- PERSONAL INFORMATION OF THE APPLICANT INCLUDING FULL NAME, GENDER AND DATE OF BIRTH
- INFORMATION CONCERNING THE APPLICANTS VISIT WHICH INCLUDE THE PURPOSE, 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.

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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 & 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.**

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

*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. THERE ARE SPECIAL CIRCUMSTANCES FOR CITIZENS OF CERTAIN COUNTRIES:

PERSONAL APPEARANCE REQUIRED FOR CITIZENS OF:	RUSH SERVICE NOT AVAILABLE FOR CITIZENS OF:
ALGERIA	
BANGLADESH	AUSTRIA
EGYPT	BELGIUM
FRANCE	CZECH REPUBLIC
IRAN	DENMARK
LEBANON	ESTONIA
MALAYSIA	GERMANY
NIGERIA	GREECE
PAKISTAN	IRELAND
SAUDI ARABIA	LUXEMBOURG
SYRIA	NETHERLANDS
THAILAND	PORTUGAL
TURKEY	SWEDEN

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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.

SPECIAL INSTRUCTIONS FOR FORMER ASIAN CITIZENS:

FORMER CHINA NATIONALS: WILL NEED TO PUT THEIR CHINESE NAME ON THE APPLICATION. YOU WILL NEED TO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE USA. FIRST-TIME APPLICANTS WHOSE FORMER NATIONALITY WAS CHINESE, OR WHO WAS BORN IN CHINA (INCLUDING HONG KONG, MACAO AND TAIWAN), NEED TO SUBMIT THE ORIGINAL CHINESE PASSPORT PREVIOUSLY HELD.

FORMER TAIWAN NATIONALS: WILL NEED TO PUT THAT THEY WERE BORN IN CHINA UNDER PLACE OF BIRTH ON THE APPLICATION. YOU WILL NEED TO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF YOU DO NOT HAVE THE TAIWANESE PASSPORT PREVIOUSLY HELD YOU 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).

SPECIAL INSTRUCTIONS FOR APPLICANTS UNDER THE AGE OF 18 MUST ALSO PROVIDE THE FOLLOWING DOCUMENTS:

- ONE OF THE APPLICANTS PARENTS WILL NEED TO SIGN THEIR NAME AND DATE THE APPLICATION AT 4.3 ON THE VISA APPLICATION
- COPY OF THEIR STATE ISSUED BIRTH CERTIFICATE
- COPY OF BOTH PARENTS STATE ISSUED DRIVERS LICENSE

REVISED: 4-24-2018 (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 (5 – 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

- [CLICK HERE](#) TO COMPLETE THE ADDITIONAL SUPPLEMENTAL FORM REQUIRED FOR ALL NON-U.S. CITIZENS.
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION
- 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 REGULAR PROCESSING <i>(5 – 7 BUSINESS DAYS)</i>	CONSULATE FEE RUSH PROCESSING <i>(4 DAYS)</i>	CONSULATE FEE RUSH PROCESSING <i>(3 DAYS OR LESS)</i>
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.

➤ **LOS ANGELES CONSULATE**

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

CONSULATE FEES/ PROCESSING TIME:

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 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 APPLICANTS 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 FOR ALL PERMANENT RESIDENTS

CONTINUED →

➤ **SAN FRANCISCO CONSULATE**

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

CONSULATE FEES/PROCESSING TIMES:

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 SAN FRANCISCO ALSO REQUIRES:

- THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVER'S LICENSE
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION
- THE CONSULATE REQUIRES THAT ALL PERMANENT RESIDENTS SUBMIT A **NOTARIZED COPY** OF THEIR PERMANENT RESIDENT CARD

➤ **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 (5 - 7 BUSINESS DAYS)
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
- THE EMBASSY DOES NOT REQUIRE THE APPLICANT TO SUBMIT A COPY OF THEIR DRIVER'S LICENSE

REVISED: 02-26-2017 (SDL)