



# 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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## EGYPT TOURIST VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: \_\_\_\_\_  
\_\_\_\_\_

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

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### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<u>\$15.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
* ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### \* FEDERAL EXPRESS FEES:

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

#### \*\* VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

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COMMENTS: TO ENSURE WE ARE ABLE TO SUBMIT DOCUMENTS THE SAME DAY THEY ARE RECEIVED, PLEASE BE SURE DOCUMENTS ARE IN OUR OFFICE BY NO LATER THAN 8:00AM. OTHERWISE, THEY WILL BE SUBMITTED THE FOLLOWING BUSINESS DAY.

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REVISED: 5-12-2017 (SDL)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## EGYPT

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### **TOURIST VISA:**

**A U.S. PASSPORT HOLDER CAN OBTAIN A TOURIST VISA ON ARRIVAL AT ANY OF THE MAJOR PORTS OF ENTRY FOR A STAY OF UP TO THREE MONTHS. TRAVELER MUST BE IN POSSESSION OF A VALID U.S. PASSPORT (*MINIMUM OF 6 MONTHS REMAINING VALIDITY*) AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.**

- 1.) **U.S. PASSPORT** (*MUST BE VALID FOR A MINIMUM OF 6 MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE*)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **ONE (1) COPY OF TRAVEL ITINERARY**
- 5.) **CONSULATE FEE: \$15.00**

**VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES VALID FOR UP TO 90 DAYS. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON YOUR APPLICATION.**

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**EGYPT CONSULATE JURISDICTIONS**  
***PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL  
REQUIREMENTS***

**HOUSTON CONSULATE**

JURISDICTION: ALABAMA, ARKANSAS, COLORADO, KANSAS, LOUISIANA, MISSISSIPPI,  
MISSOURI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

**PROCESSING TIME**: 5 TO 7 BUSINESS DAYS

**NEW YORK CONSULATE**

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

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

**PROCESSING TIME**: 5 TO 10 BUSINESS DAYS

**CHICAGO CONSULATE**

JURISDICTION: ILLINOIS, INDIANA, IOWA, KENTUCKY, MICHIGAN, MINNESOTA,  
NEBRASKA. NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

[CLICK HERE](#) FOR THE **CHICAGO** VISA APPLICATION FORM

**PROCESSING TIME**: 9 TO 11 BUSINESS DAYS

**LOS ANGELES CONSULATE**

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO, MONTANA,  
NEVEDA, UTAH, WASHINGTON, WYOMING

[CLICK HERE](#) FOR THE **LOS ANGELES** VISA APPLICATION FORM

**PROCESSING TIME**: 7 TO 10 BUSINESS DAYS

CONTINUED...

## **WASHINGTON, D.C. EMBASSY**

**JURISDICTION:** D.C., DELAWARE, FLORIDA, GEORGIA, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA, WEST VIRGINIA

**[CLICK HERE](#)** FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

**PROCESSING TIME:** 9 TO 11 DAYS

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