



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_  
  
AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
  
SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: HONG KONG BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1 COPY</u>
COMPANY LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.  
\_\_\_\_\_  
\_\_\_\_\_

**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)	_____
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY PROCESS)	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (NEXT DAY PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 3-5 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED ON A NEXT DAY RUSH PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY.

REVISED: 01-01-2012 (KS)

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



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## HONG KONG

THERE IS NO VISA REQUIRED FOR U.S. CITIZENS TRAVELING TO HONG KONG STAYING LESS THAN (90) NINETY DAYS. FOR A STAY LONGER THAN (90) NINETY DAYS PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (2) TWO COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY (IF DOUBLE ENTRY IS NEEDED, YOUR ITINERARY MUST SHOW IT)
- 5.) CONSULATE FEE:
  - \$30.00 - SINGLE ENTRY (REGULAR PROCESS)
  - \$50.00 - SINGLE ENTRY (NEXT DAY PROCESS)
  - \$60.00 - SINGLE ENTRY (SAME DAY PROCESS)
  - \$40.00 - DOUBLE ENTRY (REGULAR PROCESS)
  - \$60.00 - DOUBLE ENTRY (NEXT DAY PROCESS)
  - \$70.00 - DOUBLE ENTRY (SAME DAY PROCESS)

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (2) ONE COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) AN INVITATION FROM YOUR SPONSOR IN HONG KONG
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEE:
  - \$30.00 - SINGLE ENTRY (REGULAR PROCESS)
  - \$50.00 - SINGLE ENTRY (NEXT DAY PROCESS)
  - \$60.00 - SINGLE ENTRY (SAME DAY PROCESS)
  - \$40.00 - DOUBLE ENTRY (REGULAR PROCESS)
  - \$60.00 - DOUBLE ENTRY (NEXT DAY PROCESS)
  - \$70.00 - DOUBLE ENTRY (SAME DAY PROCESS)

VALIDITY: THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULATE/EMBASSY.

REVISED: 8-31-2009 (EL)

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

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 AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER. **DO NOT ATTENTION**  
**THIS LETTER TO VIP SERVICES!**



HONG KONG VISA APPLICATION FORM  
香港簽證申請書

FOR OFFICIAL USE ONLY  
此欄由辦理機關填寫

Application reference barcode

- Notes: (i) Please read the 'Guidance Notes (I.D.812A)' carefully before completing this form.  
附注：填寫此表格前請先詳細閱讀此表格的「填表須知(表格I.D. 812A款)」。
- (ii) This form must be signed by the applicant. For a child under 16 years of age, this form must be signed by the parent or legal guardian of the child.  
此表格必須由申請人簽署。十六歲以下兒童的申請必須由該兒童的父母或合法監護人簽署。
- (iii) In order to facilitate future correspondence, please complete all names and address in English.  
為方便日後通訊，請用英文填寫姓名及地址。
- (iv) Please complete all sections in BLOCK LETTERS.  
請用正楷填寫各欄。
- (v) This form is issued free of charge.  
領取此表格毋須交費。

<b>1. Personal Particulars 個人資料</b>					
Mr <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>		
Surname 姓(英文)					
Other names in full 名(英文)					
Name in Chinese (if applicable) 中文姓名(如適用者)			Maiden surname (if applicable) 婚前姓氏(如適用者)		
C. C. C. number (if available) 中文姓名電碼(如有者)					
Date of birth 出生日期	Day 日	Month 月	Year 年	Place of birth 出生地點	
Nationality at birth 出生時國籍		Present nationality 現時國籍			
Travel documents held: (i.e. Passport, Re-entry Permit, Certificate of Identity, Affidavit, etc.) 所持有的旅遊證件：(例如護照、回境證、身份證明書、宣誓書等)					
Type 種類	Number 號碼				
Date and place of issue 簽發日期和地點			Date of expiry 期滿日期		
<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: 0 auto;"> <p>Applicant to fix one recent photograph here 申請人在此貼近照</p> </div>					
Present address 現時住址					
Permanent address (if different from above) 固定住址(如與上述不同)					
Telephone no. 電話號碼		Occupation 職業			
Marital status 婚姻狀況	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>
Length of residence in country of domicile 在常居地的居留時間共			year(s) 年	Have you acquired permanent residence in your country of domicile? 你是否在原居國家已獲得永久居留身分?	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Purpose of this journey 今次訪港目的				Duration of proposed stay 擬逗留期間	
Date and address of previous visits (if any) to Hong Kong 曾到香港旅遊(如有者)的日期及住址					

Tick as appropriate 請在適當方格內填上「✓」號  
ID 812

**2. Particulars of accompanying children (Separate application form is required for any accompanying child who is not included in your travel document.)**  
**同行子女的個人資料 (如你的同行子女并非附加在你的旅行證件內，則須為他們填寫另一張申請表。)**

Full name (Surname first) 姓名(先寫姓)	Place of birth 出生地點	Date of birth 出生日期			Sex 性別
		Day 日	Month 月	Year 年	
		Day 日	Month 月	Year 年	M <input type="checkbox"/> F <input type="checkbox"/>
		Day 日	Month 月	Year 年	M <input type="checkbox"/> F <input type="checkbox"/>
		Day 日	Month 月	Year 年	M <input type="checkbox"/> F <input type="checkbox"/>
		Day 日	Month 月	Year 年	M <input type="checkbox"/> F <input type="checkbox"/>

**3. Particulars of Sponsor/Employer in Hong Kong 在港保證人/僱主資料**

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>					
Full name* 英文全名			Name in Chinese (if applicable) 中文姓名(如適用者)		
Date of birth 出生日期	Day 日	Month 月	Year 年	Hong Kong identity card number 香港身份證號碼	Occupation 職業
Residential address 住址				Home telephone number 住宅電話號碼	
Business address 辦事處地址				Office telephone number 辦公室電話號碼	

**4. Please complete this part for statistical purpose. 請填寫此欄以作統計之用。**

Applicant's educational attainment 申請人學歷	University <input type="checkbox"/> 大學	Post-secondary <input type="checkbox"/> 專上	Secondary <input type="checkbox"/> 中學	Primary <input type="checkbox"/> 小學	Below primary <input type="checkbox"/> 小學以下
---	---	---	--	--	--

**5. Declaration 聲明**

I/We consent to the making of any enquiries necessary for the processing of my/our application.  
 我/我們同意為辦理本人/我們的申請而進行任何有關查詢。

Date ..... Signature of applicant .....

日期 ..... 申請人簽名 .....

Tick as appropriate 請在適當方格內填上「✓」號  
 \* Please also state name of employing company if appropriate 如適用者請亦填寫公司名稱

**FOR OFFICIAL USE**