

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



ATTENTION

U.S. PASSPORT HOLDERS MAY OBTAIN A VISA UPON ARRIVAL WHEN ENTERING THROUGH CERTAIN AIRPORTS/SEAPORTS. THE MAXIMUM STAYS PERMITTED FOR A VISA UPON ARRIVAL IS 30 DAYS. IF PLANNING TO STAY LONGER, BE SURE TO MENTION THE INTENT WHEN REGISTERING WITH IMMIGRATION AS THEY CAN BE EXTENDED FOR AN ADDITIONAL 30 DAYS.

TRAVELERS MUST BE IN POSSESSION OF A PASSPORT WITH AT LEAST 6 MONTHS OF REMAINING VALIDITY, AS WELL AS PROOF OF ROUND-TRIP TRAVEL. THE FEES FOR THE VISA UPON ARRIVAL ARE \$15.00 FOR A 7-DAY VISA, OR \$35.00 FOR A 30-DAY STAY.

IF YOU WOULD LIKE A VISA PRIOR TO TRAVEL OR WILL REQUIRE A LONGER VALIDITY, PLEASE SEE THE INSTRUCTIONS ON THE NEXT PAGE(S).

THANK YOU,

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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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INDONESIA BUSINESS VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	2
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
DRIVER'S LICENSE:	1-COPY	COMPANY LETTER:	1
COPY OF INVITATION:	1		

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: (72-HOUR RUSH PROCESS) _____

OTHER FEES: _____

RETURN SHIPPING FEE: _____

TOTAL: (NO PERSONAL CHECKS PLEASE) _____

RETURN SHIPPING FEES (SELECT ONE)	
<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	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED 72 HOURS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: THE CONSULATE WILL ISSUED THE VISA ACCORDING TO WHAT IS REQUESTED ON THE INVITATION. FOR A LIMITED STAY (WORK VISA), THE APPROVAL/ INVITATION MUST COME FROM THE MINISTRY IN INDONESIA. THE CONSULATE CHARGES \$50.00 TO ISSUE A 6-MONTH LIMITED STAY VISA, \$110.00 TO ISSUE A 1-YR LIMITED STAY VISA, AND \$175.00 TO ISSUE A 2-YEAR LIMITED STAY VISA.

REVISED 12-18-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

INDONESIA CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS, PUERTO RICO, U.S. VIRGIN ISLANDS

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM (APPLICATION MUST BE SUBMITTED WITHIN 2 WEEKS FROM THE DATE IT WAS GENERATED)

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

RUSH PROCESSING TIME: 72 HOURS

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA CONSULATE IN HOUSTON.
- IF REQUEST IS RECEIVED WITHOUT APPLICATION COMPLETED ONLINE, A DELAY IN PROCESSING AND ADDITIONAL COSTS MAY BE INCURRED

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, DELAWARE, MARYLAND, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, NORTH CAROLINA, SOUTH CAROLINA, PENNSYLVANIA, RHODE ISLAND, VERMONT, VIRGINIA, WEST VIRGINIA

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

PROCESSING TIME: 4 TO 7 BUSINESS DAYS

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA CONSULATE IN NEW YORK.
- WHEN REQUESTING A MULTIPLE ENTRY VISA, THE FOLLOWING ITEMS MUST ALSO BE INCLUDED WITH THE REST OF THE DOCUMENTS:
 - LETTER OF INTENT (*IN DUPLICATE*) FROM EMPLOYER OR SPONSOR, EXPLAINING PURPOSE OF VISIT AND GUARANTEEING ALL TRANSPORTATION AND LIVING EXPENSES
 - COPY OF SPONSOR'S I.D.
 - LETTER OF RECOMMENDATION FROM RELEVANT INSTITUTION (e.g. THE MINISTRY OF EDUCATION FOR A STUDENT TRAVELING FOR SHORT COURSES AND/OR SHORT TRAINING
 - COPY OF TRADING BUSINESS LICENSE (SIUP)
 - TAX PAYER REGISTRATION NUMBER (NPWP)
 - INVITER'S DEED OF ESTABLISHMENT AND MINISTERIAL APPROVAL
 - INVITER'S REGISTRATION CERTIFICATE
 - CONSULATE FEE \$110.00

CONTINUED→

WASHINGTON, D.C. EMBASSY

JURISDICTION: ALASKA, ARIZONA CALIFORNIA, COLORADO, HAWAII, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, MICHIGAN, MINNESOTA, MISSOURI, MONTANA, NEBRASKA, NEVADA, NORTH DAKOTA OHIO, OREGON, SOUTH DAKOTA, UTAH, WASHINGTON (STATE), WISCONSIN, WYOMING, PACIFIC ISLAND TERRITORY (U.S.)

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM (APPLICATION MUST BE SUBMITTED WITHIN 2 WEEKS FROM THE DATE IT WAS GENERATED)

PROCESSING TIME: 4 TO 7 DAYS

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA EMBASSY IN WASHINGTON, D.C.

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INDONESIA BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED U.S. PASSPORT** – MUST HAVE ENOUGH REMAINING VALIDITY TO ACCOMMODATE VISA:
 - SINGLE ENTRY VISA REQUEST – MINIMUM 6 MONTHS VALIDITY
 - MULTIPLE ENTRY - MINIMUM 18 MONTHS VALIDITY
- 2.) **TWO (2) COLOR PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS** (**SEE JURISDICTION INSTRUCTIONS FOR FURTHER INFORMATION**)
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **COMPANY LETTER OF GUARANTEE**
- 6.) **COPY OF INVITATION LETTER** (IN DUPLICATE) FROM FAMILY, SOCIAL ORGANIZATION, UNIVERSITY (SCHOOL), OR CULTURAL RESIDENCE, WHICH DESCRIBES THE PURPOSE OF THE VISIT AND GUARANTEEING ALL TRANSPORTATION AND LIVING EXPENSES THAT WILL INCUR IN INDONESIA.
- 7.) **COPY OF THE KTP** (INDONESIAN I.D. CARD) OF THE PRINCIPAL/PERSON WHO SIGNED THE LETTER OF INVITATION IF THE PERSON IS AN INDONESIAN CITIZEN.
- 8.) **COPY OF DRIVER'S LICENSE**
- 9.) **CONSULATE FEES:** \$50.00 – SINGLE ENTRY, UP TO 60 DAY STAY
 \$110.00 – MULTIPLE ENTRY, UP TO 60 DAY STAY
AN ADDITIONAL \$5.00 FEE WILL BE REQUIRED IF AN APPROVAL FROM THE MINISTRY OF JUSTICE AND HUMAN RIGHT IS NEEDED.

ADDITIONAL REQUIREMENTS:

IF APPLYING FOR A MULTIPLE ENTRY VISA THROUGH THE NEW YORK CONSULATE, ADDITIONAL DOCUMENTS ARE REQUIRED. PLEASE SEE JURISDICTION LIST FOR THESE ADDITIONAL REQUIREMENTS.

VALIDITY:

SINGLE ENTRY MEANS THAT YOU CAN ONLY USE THE VISA ONE TIME WITHIN 90 DAYS FROM THE DAY THE VISA IS ISSUED. YOU WILL BE ALLOWED TO ENTER INDONESIA FOR A STAY UP TO 60 DAYS.

MULTIPLE ENTRIES MEANS THAT YOU CAN USE THE VISA TO ENTER SEVERAL TIMES WITHIN 1 YEAR FROM THE DAY THE VISA IS ISSUED. IT ALLOWS YOU TO STAY UP TO 60 DAYS ON EACH VISIT. THE PASSPORT MUST BE VALID FOR AT LEAST 18 MONTHS FROM THE DAY THAT YOU APPLY FOR THE VISA OR THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY VISA. THE ULTIMATE DECISION ON THE VALIDITY OF THE VISA IS DETERMINED SOLELY AT THE DISCRETION OF THE VISA OFFICER.

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.