

# 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: [vipinfo@vippassports.com](mailto: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 TOURIST 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
EMPLOYER LETTER:	1	DRIVER'S LICENSE:	1-COPY
BANK STATEMENT:	1-COPY	SCHOOL LETTER:	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 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

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

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED 12-19-2018 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 FAMILY CARD, MARRIAGE CERTIFICATE, OR BIRTH CERTIFICATE (**WHEN APPLICABLE**)
  - 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 TOURIST VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

U.S. CITIZENS TRAVELING TO INDONESIA AS A TOURIST DO NOT REQUIRE A VISA TO BE ISSUED IN ADVANCE FOR A STAY OF LESS THAN ONE (1) MONTH. YOU MUST HAVE A VALID PASSPORT (MINIMUM OF SIX MONTHS REMAINING VALIDITY) AND AN ONWARD AIRLINE TICKET. IF STAYING LONGER THAN 30 DAYS, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS TO APPLY FOR A VISA:

- 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 PHOTOGRAPH** (2x2)
- 3.) **TWO (2) COMPLETED VISA APPLICATIONS**  
***SEE JURISDICTION INSTRUCTIONS FOR FURTHER INFORMATION.***
- 4.) **COPY OF ROUND-TRIP TRAVEL ITINERARY**
- 5.) **LETTER OF EMPLOYMENT**, INDICATING EMPLOYMENT STATUS. FOR RETIREE, PLEASE SUBMIT PROOF OF RETIREMENT FUND. BE SURE INVITATION LETTER IS MADE TO THE ATTENTION OF THE EMBASSY OR CONSULATE FOR YOUR JURISDICTION.
- 6.) **COPY OF MOST CURRENT BANK STATEMENT**
  - MUST SHOW A MINIMUM OF \$2,000.00
  - MUST HAVE BEEN ISSUED WITHIN 2 WEEKS FROM DATE OF VISA REQUEST
- 7.) **COPY OF DRIVER'S LICENSE**
- 8.) **LETTER OF INTENT** FROM YOUR SCHOOL THAT STATES THAT YOU ARE STILL ENROLLED (STUDENTS ONLY)
- 9.) MINORS UNDER THE AGE OF 18 YEARS OF AGE SHOULD ATTACH A NOTARIZED COPY OF BIRTH CERTIFICATE AND A NOTARIZED LETTER OF CONSENT SIGNED BY NON-TRAVELING PARENT(S)/GUARDIAN(S) IF TRAVELING WITHOUT PARENTS.
- 10.) **CONSULATE FEES:**
  - \$ 50.00 – UP TO A 60 DAY STAY-SINGLE ENTRY
  - \$110.00 – UP TO A 60 DAY STAY- MULTIPLE ENTRIES

CONTINUED →

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## **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 ULTIMATE DECISION ON THE VALIDITY OF THE VISA IS DETERMINED SOLELY AT THE DISCRETION OF THE VISA OFFICER.

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