



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: 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_____

Specializing in Visas, Passports, Document Legalization and Translations



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INDONESIA TOURIST VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2-COLOR</u>	ITINERARY/TICKET:	<u>1-COPY</u>
EMPLOYER LETTER:	<u>1</u>	DRIVER LICENSE:	<u>1-COPY</u>
BANK STATEMENT:	<u>1-COPY</u>	SCHOOL LETTER:	<u>1</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:	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR PROCESS)	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

IN THE EVENT YOU WOULD LIKE RUSH SERVICE, AND IT IS AVAILABLE IN YOUR JURISDICTION, PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO REQUEST THE VISA BE ISSUED WITHIN 48 TO 72 HOURS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 6-28-2016 (JENN)

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: 48 TO 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

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.

REVISED: 6-28-2016 (JENN)