



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_____



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INTERNATIONAL DRIVING PERMIT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>N/A</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2-SIGNED</u>	ITINERARY/TICKET:	<u>N/A</u>
COMPANY LETTER:	<u>N/A</u>	DRIVER'S LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>
OTHER:	_____		

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

FEES PER PERSON:

VIP SERVICES PROCESSING FEE:	<u>\$25.00</u>
I.D.L. PERMIT FEE:	<u>\$20.00</u>
MONEY ORDER FEE:	<u>\$6.00</u>
OTHER FEES:	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*FEDERAL EXPRESS FEES:

**VISA PROCESSING TIME

PRIORITY LETTER	\$29.00	REGULAR PROCESSING TIME:	<u>1 TO 2 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50		
SATURDAY LETTER	\$41.50		
1 ST OVERNIGHT DELIVERY	\$75.00		

COMMENTS: _____

REVISED:6-15-2016 JENN



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INTERNATIONAL DRIVING PERMIT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1) **CLEAR COPY OF FRONT/BACK OF DRIVER'S LICENSE**
- 2) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)** (*THE BACK OF THE PHOTOS MUST BE SIGNED*)
- 3) **ONE (1) COMPLETED APPLICATION**
- 4) **STATE FEES: \$20.00** (*VALID FOR ONE YEAR*)

REVISED: 6-15-2016 (JENN)



APPLICATION
for
INTERNATIONAL DRIVING PERMIT
or
INTER-AMERICAN DRIVING PERMIT

FEE FOR EACH PERMIT \$15.00
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Issuance of Permit is restricted to persons EIGHTEEN YEARS or over who hold a valid U.S.A. or Territorial License. PERMIT VALID FOR ONE YEAR. Not renewable. MUST BE ISSUED WITHIN 6 MONTHS OF APPLICATION DATE.

CHECK DESIRED PERMIT

- International Driving Permit (Fee \$15.00 and 2 Passport Type Photos signed on back) Inter-American Driving Permit***(See reverse side) (Fee \$15.00 and 2 Passport Type Photos signed on back)

MANDATORY REQUIREMENTS

- (1) Attach 2 recent Passport Type Photos (2" X2") (2) Enclose permit fee of \$15.00 (NO CASH)
(3) If mailing application, a photocopy of BOTH SIDES of U.S. Driver's License must accompany completed application.

OPTIONAL REQUIREMENTS

- (1) ADDITIONAL POSTAGE IN U.S. FUNDS FOR EXPEDITED RETURN MAIL (SEE USPS.COM FOR RATES)

NOTE: IT IS IMPORTANT THAT YOUR U.S.A. OR TERRITORIAL LICENSE BE CARRIED WITH THE PERMIT AT ALL TIMES. The International or Inter-American Permit is not valid for driving in the United States.

Mr. Mrs. Ms. (Circle One)

PRINT NAME IN FULL. (MUST MATCH LICENSE EXACTLY)

FIRST		MIDDLE	LAST	
PHONE		HOME STREET ADDRESS		
CITY		STATE		ZIP CODE
U.S. DRIVER'S LICENSE NO.		STATE OF ISSUE		EXPIRATION DATE
BIRTHPLACE: CITY		STATE OR COUNTRY		BIRTH DATE (MO. DAY YEAR)
DATE PERMIT TO BE EFFECTIVE			DEPARTURE DATE FROM U.S.	
FOREIGN ADDRESS (if known)				
FOREIGN PHONE (if known)			EMAIL ADDRESS	

PLEASE CHECK THE APPROPRIATE BOX BELOW TO INDICATE THE TYPE OF VEHICLE FOR WHICH YOU NOW HOLD A VALID U.S.A. OR TERRITORIAL DRIVER'S LICENSE, AND FOR WHICH YOU DESIRE THIS PERMIT.

- MOTORCYCLE PASSENGER CAR VEHICLE OVER 7,700 LBS. VEHICLE OVER 8 SEATS VEHICLE WITH HEAVY TRAILER

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND THAT THE LICENSE INDICATED HAS NOT BEEN SUSPENDED NOR REVOKED. I FURTHER CERTIFY THAT I UNDERSTAND THAT A VALID STATE DRIVER'S LICENSE MUST ACCOMPANY THIS PERMIT, AND THAT THIS PERMIT IS VALID ONLY AS LONG AS THE STATE LICENSE IS VALID, BUT NOT TO EXCEED ONE YEAR FROM THE DATE THE PERMIT IS ISSUED.

SIGNATURE (signature mandatory for issuance of permit)	DATE
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IF APPLYING BY MAIL:
THIS IS YOUR MAILING LABEL
Please print to ensure prompt delivery.
Website: AAA.COM/VACATION/IDPC.HTML
OR
SEE AAA.COM FOR LOCAL OFFICE ADDRESS TO SUBMIT APPLICATION FOR PROCESSING.

NAME			
VIP WILL DROP OFF AND PICKUP			
STREET			
CITY	STATE	ZIP CODE	
COUNTRY			

Geographical Areas Which Honor International Driving Permits (Convention on Road Traffic, United Nations, Geneva 1949) as of January, 2009:

Afghanistan*	Djibouti*	Kyrgyzstan	St. Lucia
Albania	Dominica***	Laos	St. Vincent & the Grenadines
Algeria	Dominican Rep.***	Latvia*	San Marino
Andorra*	Ecuador***	Lebanon	Sao Tome & Principe*
Angola*	Egypt	Lesotho	Saudi Arabia*
Anguilla**	El Salvador**	Liberia*	Senegal
Antigua***	Equatorial Guinea*	Libya*	Serbia
Argentina***	Estonia*	Liechtenstein*	Seychelles
Armenia*	Fiji	Lithuania*	Sierra Leone
Aruba	Finland	Luxembourg	Singapore
Australia	France (including French overseas territories)	Macao*	Slovakia
Austria	French Polynesia	Macedonia*	Slovenia*
Azerbaijan*	Gabon*	Madagascar	South Africa
Bahamas	Gambia	Malawi	Spain
Bahrain*	Georgia	Malaysia	Sri Lanka
Bangladesh	Germany*	Mali	Sudan*
Barbados**	Ghana	Malta	Suriname
Belarus*	Gibraltar	Mauritania*	Swaziland
Belgium	Greece	Mauritius	Sweden
Belize	Grenada**	Mexico**	Switzerland*
Benin	Guatemala***	Moldova*	Syria
Bhutan*	Guernsey	Monaco	Taiwan
Bolivia**	Guinea*	Montenegro	Tajikistan*
Bosnia*	Guinea-Bissau*	Montserrat**	Tanzania*
Botswana	Guyana	Morocco	Thailand
Brazil (Inter-American Driving Permit only)	Haiti***	Mozambique	Togo
Brunei*	Herzegovina*	Myanmar*	Trinidad & Tobago***
Bulgaria	Honduras**	Namibia	Tunisia
Burkina Faso* (was upper Volta)	Hong Kong	Nepal*	Turkey
Cambodia (was Kampuchea)	Hungary	Netherlands	Uganda
Cameroon*	Iceland	Netherlands Antilles	Ukraine*
Canada	India	New Caledonia	United Arab Emirates*
Cape Verde Islands*	Indonesia*	New Zealand	United Kingdom
Cayman Islands*	Iran*	Nicaragua**	Uruguay (Inter-American Driving Permit only)
Central African Rep.	Ireland	Niger	Uzbekistan*
Chad*	Israel	Norway	Vatican City (Holy See)
Chile***	Italy	Oman*	Venezuela***
Colombia**	Jamaica	Pakistan*	Vietnam*
Comoros*	Japan	Panama*	Western Samoa
Congo, Rep. of (Brazzaville)	Jersey	Papua New Guinea	Yemen*
Congo, Dem. Rep. of (Kinshasa)	Jordan*	Paraguay***	Zambia
Costa Rica**	Kazakhstan*	Peru***	Zimbabwe
Cote d'Ivoire (Ivory Coast)	Kenya*	Philippines	
Croatia*	Korea (Rep.)	Poland	
Cuba	Kuwait*	Portugal	
Curacao		Qatar*	
Cyprus		Romania	
Czech Rep.		Russia	
Denmark		Rwanda	
		St. Kitts & Nevis**	

* Not party to 1949 Convention: International Driving Permit Honored.

**U.S. driver's license and International Driving Permit recognized on presentation to local police and payment of Special Registration Fee upon arrival.

***Geographical Areas Which Honor Inter-American Driving Permits (Convention on Regulation of Inter-American Motor Vehicle Traffic, Organization of American States, Washington, D.C. 1943) as of January, 2009. If you intend to drive in the following countries, be sure to check INTER-AMERICAN DRIVING PERMIT box page 1: Brazil and Uruguay.

(FOR OFFICE USE ONLY)

AMOUNT	RECEIPT NO.	PERMIT NO.	DATE ISSUED
SENT TO:			