

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



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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IRAQ ENTRY 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):	1
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
DETAILED COMPANY LETTER:	1	COPY OF INVITATION:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$6.00</u>
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:	SEE COMMENTS

COMMENTS: THE EMBASSY CAN REQUEST THE APPROVAL ON THE APPLICANT'S BEHALF, BUT EXPECT THE PROCESS TO TAKE AT LEAST 8 TO 10 WEEKS. IF YOU HAVE YOUR CONTACT IN IRAQ GO TO THE MINISTRY OF FOREIGN AFFAIRS AND HAVE THE APPROVAL SENT DIRECTLY TO THE EMBASSY, THEY CAN ISSUE THE VISA WITHIN 4 TO 7 BUSINESS DAYS.

REVISED 12-18-2018 JENN

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IRAQ ENTRY VISA U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **U.S. PASSPORT** (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATIONS, PRINTED & SIGNED** - [CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION (*FAILURE TO DO SO WILL CAUSE A DELAY*)
- 4.) **ONE (1) DETAILED COMPANY LETTER**
- 5.) **ONE (1) COPY OF INVITATION**
- 6.) **COPY OF TRAVEL ITINERARY**
- 7.) **CONSULATE FEE:** **\$40.00** – 3 – 6 MONTH SINGLE ENTRY VISA
 \$100.00 – 3 – 6 MONTH MULTIPLE ENTRY VISA
 \$150.00 – 1-YEAR MULTIPLE ENTRY VISA

NOTES: THE EMBASSY CAN REQUEST THE APPROVAL ON YOUR BEHALF BUT EXPECT THE PROCESS TO TAKE AT LEAST 8 TO 10 WEEKS. IF YOU HAVE YOUR CONTACT IN IRAQ GO TO THE MINISTRY OF FOREIGN AFFAIRS AND HAVE THE APPROVAL SENT DIRECTLY TO THE EMBASSY AND BY DOING SO THE EMBASSY CAN ISSUE THE VISA WITHIN 4 TO 7 BUSINESS DAYS.

VALIDITY: ONE YEAR VISAS ARE ONLY AVAILABLE IN SOME CASES, AND ARE DETERMINED BY THE APPROVAL RECEIVED FROM THE IRAQ MINISTRY. SEE NEXT PAGES FOR MORE DETAILED INFORMATION

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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 **(LIST THE TYPE OF VISA)** AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

Supervisor's Signature Here

SUPERVISOR NAME
SUPERVISOR TITLE

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

Specializing in Visas, Passports, Document Legalization and Translations

Visa Instruction

A person born in Iraq that has a foreign passport does not need a visa to enter Iraq.

First: Visa for non Iraqi Citizen from Iraqi Origin

Visa requirements:

- 1 – Type and Print out the application from our website listed below: (<http://www.mofa.gov.iq/documentfiles/129441349076656386.pdf> or www.iraqiembassy.us).**
- 2- Two Photo pictures for the applicant (2” x 2” with white background).**
- 3- Color copy of Birth certificate.**
- 4 - Color copy of Immunization record.**
- 5– Iraqi ID or Iraqi Citizenship for the father or mother to prove his or her Iraqi Origin.**
- 6 – The actual passport and it must be valid for six months at least.**
- 7- Provide us with your phone number.**
- 9- There is no charge for this visa.**
- 10- The process will take two weeks for the visa to be issued.**

Second: Visa for non Iraqi Citizen that got married to an Iraqi Origin man

Visa requirements:

- 1- Type and Print out the application from our website listed below: (<http://www.mofa.gov.iq/documentfiles/129441349076656386.pdf> or www.iraqiembassy.us).**
- 2- Two Photo pictures for the applicant (2” x 2” with white background).**
- 3- Color copy of Marriage certificate has been authenticated from State Department.**
- 4 - Color copy of Iraqi ID and/or Iraqi Citizenship for the husband.**
- 5 - The actual passport and it must be valid for six months at least.**
- 6- Provide us with your phone number.**
- 7- There is no charge for this visa.**
- 8- The process will take two weeks for the visa to be issued.**

Third: Visa for non Iraqi Citizen

Visa requirements:

- 1 – Type and Print out the application from our website listed below: (<http://www.mofa.gov.iq/documentfiles/129441349076656386.pdf> or www.iraqiembassy.us).**
- 2- Two Photo pictures for the applicant (2” x 2” with white background).**
- 3- The applicant must have valid passport for six months at least.**
- 4- A Letter indicating the reason to travel to Iraq and the place where the applicant planning to work or stay or the Iraqi invitation.**
- 5- Color copy of the passport.**
- 6- Provide us with a valid phone number.**
- 7 – It takes one to two months to get the Visa approval. Then we will call the applicants to send their passports and money order of \$40 pay able to Iraqi Embassy. The visa will be single for three months from the date issued.**

Fourth: Visa for Official Passport

- 1- United States Department of State’s letter**
- 2- Type and Print out the application from our website listed below: (<http://www.mofa.gov.iq/documentfiles/129441349076656386.pdf> or www.iraqiembassy.us).**
- 3- Two Photo pictures (passport picture 2” x 2” with white background).**
- 4- There is no charge for this visa.**
- 5- The actual passport and it must be valid for six months at least.**

6- Color copy of the passport.

3- We accept the official and diplomat passports from (Special Issuance Agency, Passport Service in State Department) only.