



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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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: IRAQ ENTRY VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
DETAILED COMPANY LETTER:	<u>1</u>	DRIVERS LICENSE:	<u>N/A</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>
OTHER: <u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>			
<u> </u>			
<u> </u>			

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

FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER FEE:	<u>\$6.00</u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>SEE COMMENTS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50		
SATURDAY LETTER	\$41.50		

COMMENTS: 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 THEN THE EMBASSY CAN ISSUE THE VISA WITHIN 4 TO 7 DAYS.

REVISED: 07-25-2017 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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IRAQ

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

ENTRY VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) COMPLETED APPLICATIONS - [CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION - PRINT THEM OUT SIGN THEM AND SEND THEM TO US (**FAILURE TO DO SO WILL CAUSE A DELAY**)
- 4.) DETAILED COMPANY LETTER
- 5.) COPY OF THE INVITATION
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEE:
 - \$40.00 - 90 DAY SINGLE ENTRY VISA
 - \$100.00 - 90 DAY 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: SEE BELOW FOR MORE DETAILED INFORMATION

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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.

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.