



# 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: [info@vippassports.com](mailto: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 BUSINESS VISA *NON-U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>2</u>	DRIVER LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>2</u>	RELEASE LETTER:	<u>N/A</u>
OTHER:	<u>PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ELECTRONIC I-94 AND WORKING CLASS USA VISA</u>		

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

### FEES PER PERSON:

VIP SERVICE FEE:	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER FEE:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR PROCESS)	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

### \*\*VISA PROCESSING TIME

PRIORITY LETTER	\$29.00	REGULAR PROCESSING TIME:	<u>4 TO 7 DAYS</u>
2-DAY LETTER	\$23.50	IN THE EVENT THAT YOU WOULD LIKE RUSH SERVICE, AND IT IS AVAILABLE IN YOUR JURISDICTION, PLEASE MARK THE APPROPRIATE BOX IF YOU ARE REQUESTING THE VISA BE ISSUED WITHIN 48 TO 72 HOURS FROM THE DAY THAT WE SUBMIT THE APPLICATION (\$20.00 SPECIAL HANDLING FEE).	
3-DAY LETTER	\$19.50		
SATURDAY LETTER	\$41.50		
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00		

COMMENTS: THE CONSULATE WILL ISSUE THE VISA ACCORDING TO WHAT IS REQUESTED IN THE INVITATION. FOR A LIMITED STAY (WORK VISA) THE APPROVAL (INVITATION) MUST COME FROM THE MINISTRY IN INDONESIA. THE CONSULATE CHARGES \$50.00 TO ISSUE A 6 MONTH LIMITED STAY (WORK VISA) AND \$100.00 TO ISSUE A 1 YEAR LIMITED STAY (WORK VISA) AND \$175.00 TO ISSUE A 2 YEAR LIMITED STAY (WORK VISA).

REVIS ED:6-28 -2016 (JEN)

**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 TRADING BUSINESS LICENSE (SIUP)
  - TAX PAYER REGISTRATION NUMBER (NPWP)
  - INVITER'S DEED OF ESTABLISHMENT AND MINISTERIAL APPROVAL
  - INVITER'S REGISTRATION CERTIFICATE
  - 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 BUSINESS VISA**

### **PLEASE SUBMIT THE FOLLOWING REQUIREMENTS**

- 1.) **SIGNED 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) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS**  
**SEE JURISDICTION INSTRUCTIONS FOR FURTHER INFORMATION**
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **PROOF OF VALID U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
  - COPY OF FRONT AND BACK OF VALID GREEN CARD
  - ORIGINAL U.S. VISA AND COPY OF I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 6.) **COPY OF INVITATION** FROM THE SPONSOR COMPANY IN INDONESIA. THE INVITATION LETTER MUST BE ADDRESSED TO THE ATTENTION OF THE EMBASSY OR CONSULATE FOR THE JURISDICTION IN WHICH YOU RESIDE.
- 7.) **TWO (2) COMPANY LETTERS OF GUARANTEE.** BE SPECIFIC ABOUT THE PURPOSE OF TRAVEL, LENGTH OF STAY AND MENTION SINGLE OR MULTIPLE ENTRIES. BE SURE COMPANY LETTER OF GUARANTEE IS MADE TO THE ATTENTION OF THE EMBASSY OR CONSULATE FOR YOUR JURISDICTION.
- 8.) **COPY OF DRIVER'S LICENSE**
- 9.) **CONSULATE FEES:**
  - \$ 50.00 – UP TO 60 DAY STAY SINGLE ENTRY
  - \$110.00 – UP TO 60 DAY STAY MULTIPLE ENTRIES

***AN ADDITIONAL \$5.00 FEE WILL BE REQUIRED IF AN APPROVAL FROM THE MINISTRY OF JUSTICE AND HUMAN RIGHT IS NEEDED.***

**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 THE 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 PASSPORT MUST BE VALID FOR AT LEAST 18 MONTHS FROM THE DAY THAT YOU APPLY FOR THE VISA OR THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY VISA. THE ULTIMATE DECISION ON THE VALIDITY OF THE VISA IS DETERMINED SOLELY AT THE DISCRETION OF THE VISA OFFICER.

VISA EXEMPT COUNTRIES: CITIZENS FROM COUNTRIES LISTED BELOW ARE GIVEN NON-VISA SHORT TERM VISIT FOR PURPOSES OF HOLIDAY, EXHIBITION, TOURISM, BUSINESS, AND SOCIAL CULTURE AND VALID FOR THIRTY (30) DAYS. THIS VISA CANNOT CONVERTED, EXTENDED, OR BE USED TO OBTAIN OTHER IMMIGRATION PERMIT –

<b><u>VISA EXEMPT COUNTRIES</u></b>		
BRUNEI DARUSSALAM	CAMBODIA	CHILE
ECUADOR	HONG KONG SAR	LAOS
MACAO SAR	MALAYSIA	MOROCCO
MYANMAR	PHILIPPINES	PERU
SINGAPORE	THAILAND	VIETNAM

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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!**