



VIP SERVICES

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: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: INDONESIA BUSINESS-NON USA PASSPORT

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>1</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 ORIGINAL 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: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER FEE:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48-72 HOUR PROCESS)	<u> </u>
*ADD RETURN FEDERAL EXPRESS:	<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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4-7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED WITHIN 48-72 HOURS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

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).

REVISED: 7-27-2009 (EL)

Specializing in Visas, Passports, Document Legalization and Translations



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INDONESIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) SIGNED PASSPORT (NEEDS TO BE VALID FOR AT LEAST 6 MONTHS FROM YOUR DATE OF ENTRY INTO INDONESIA)
- 2.) (2) TWO COLOR PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATIONS CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COPY OF INVITATION FROM YOUR SPONSOR COMPANY IN INDONESIA
- 6.) COPY OF YOUR GREEN CARD OR U.S. VISA AND ORIGINAL I-94 CARD.
- 7.) (2) TWO COMPANY LETTERS OF GUARANTEE
(BE SPECIFIC ABOUT THE PURPOSE OF TRAVEL, LENGTH OF STAY AND MENTION SINGLE OR MULTIPLE ENTRY)
- 8.) COPY OF DRIVER LICENSE
- 9.) CONSULATE FEES:
 \$45.00 - UP TO 60 DAY STAY SINGLE ENTRY
 \$100.00 - UP TO 60 DAY STAY MULTIPLE ENTRY

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

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 ENTRY 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 SOLEY AT THE DISRETION OF THE VISA OFFICER.

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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 A(N) (POSITION) FOR (COMPANY NAME). MR./MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR./MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYEE), 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.



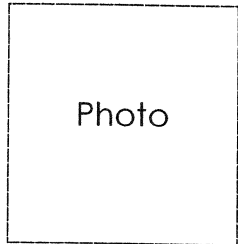
THE CONSULATE GENERAL OF THE REPUBLIC OF INDONESIA
10900 RICHMOND AVENUE, HOUSTON, TEXAS, 77042

Telp. (713)785-1691, Fax. (713)780-9644, E-mail: kjrihouston@prodigy.net, Web Site: www.kjri-houston.net

VISA APPLICATION

Date : - -

Reg. No:



I. GENERAL

Length of Stay in Indonesia : Day(s) Month(s) Year(s)
Type of Visa : Transit Single Visit
 Multiple Visit Limited Stay

For Transit Purpose

Country of Destination :
Port of Departure :
Flight/Vessel Name :

For Visit Purpose

Purpose of Visit : Tourism Conversion Family Visit Sport
 Study Arts Commercial Other

Country of Destination :
Place of Visit :
Flight/Vessel Name :

For Limited Stay Purpose

Purpose of limited Stay : Work Joint Family Social Other

Address in Indonesia :
City :
Province :
Phone Number : - -

Port Of entry into Indonesia :
Date of entry : - - (DD-MM-YYYY)

II PERSONAL DATA

Passport Number : Date of Expire : - -
First Name :
Middle Name :
Family/Surname :
Sex : Male Female
Marital Status : Single Married
Place Of Birth :
Date of Birth : - - (DD-MM-YYYY)
Nationality :
Address :
City, State/Province, Zip :
Phone Number : - -
Occupation/ Position : Professional Government Sales
 Student House Wife Others
Name of Company :
Address :
City, State/Province, Zip :
Phone Number : - -

III. PASSPORT INFORMATION

Passport/Travel Document Number :

Place of Issue :

Date of Issue :

Date of Expire :

Type of Passport : Personal Family

Fill, if Family Passport:

No.	Relative(s):	Sex:	Date of Birth (DD-MM-YYYY):	Name:
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>

IV. SPONSORSHIP IN INDONESIA

Type of Sponsor : Individual Government International Institution
 Company NGO Others

Name of Sponsor :

Address :

City :

Province/State, Zip :

Phone Number :

V. MISCELLANEOUS

Have you ever been to Indonesia Before ? : Yes No

Are you in possession of any other countries travel documents ? : Yes No

Do you have previous visa to enter Indonesia ? : Yes No

Have your visa application been denied before ? : Yes No

Have you ever been forced to leave Indonesia ? : Yes No

Have you ever been committed a crime or any offence ? : Yes No

Return/Through Ticket/Airline Company :

Place of Issue :

Date of Issue : - - (DD-MM-YYYY)

Date Of Expire : - - (DD-MM-YYYY)

I hereby declare that the statements given above are true and I understand that even if granted a visa, admission at the airport remains the discretion of the Immigration authorities in Indonesia.

Applicant's Signature

....., - - (Place, DD-MM-YYYY)

***To be Complete in duplicate with two photographs attached.**

***Passport must be valid at least six months for Single Entry, and 18 months for Multiple Entry and Temporary Stay Visa.**