



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#: _____

CREDIT CARD INFORMATION:

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

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

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: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY__ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: JORDAN BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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)	_____
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 TO 48 HOUR PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*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: 3 TO 5 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 24 TO 48 HOURS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 09-30-2011 (KS)



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JORDAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

THE JORDAN EMBASSY ADVISED THAT AN ENTRY VISA CAN BE ISSUED ON ARRIVAL AT THE AMMAN AIRPORT FOR STAYS OF UP TO 14 DAYS. THEY DO RECOMMEND THAT IF TIME ALLOWS YOU SHOULD GET YOUR VISA ISSUED PRIOR TO DEPARTURE AS TO AVOID ANY DELAYS BY HAVING YOUR VISA ISSUED ON ARRIVAL.

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$37.50 (30 DAY SINGLE)
\$97.50 (6 MONTH MULTIPLE)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$37.50 (30 DAY SINGLE)
\$97.50 (6 MONTH MULTIPLE)

SPECIAL NOTE: IF YOU ARE REQUESTING A RUSH PROCESS YOU WILL HAVE TO SHOW PROOF THAT YOU WILL BE DEPARTING THE U.S. WITHIN 45 DAYS.

VALIDITY: A SINGLE ENTRY VISA IS VALID FOR 30 THIRTY DAYS FROM THE DAY THE VISA IS ISSUED AND YOU CAN STAY FOR UP TO TWO WEEKS. A MULTIPLE ENTRY VISA IS VALID FOR 6 SIX MONTHS FROM THE DAY THE VISA IS ISSUED AND YOU CAN STAY FOR UP TO TWO WEEKS. IF YOU WISH TO EXTEND YOUR STAY YOU WILL HAVE TO GO TO THE POLICE STATION AND REQUEST AN EXTENSION PRIOR TO THE EXPIRATION DATE OF YOUR CURRENT VISA.

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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!



Embassy of the Hashemite Kingdom of Jordan

Attach Recent
Photograph
Here

Visa Application (Form A)

First Name: _____ Middle Initial: _____ Last Name: _____
Birth Date: _____ Passport No: _____
Birth Place: _____ Place issued: _____
Citizenship: _____ Date Issued: _____
Original Nationality: _____ Occupation: _____
Address: _____

Phone No: (H) _____ Phone No: (W) _____

E-mail: _____

Purpose of Trip: _____

Port of entry: _____

Expected date of Departure from The US: _____

Expected date of arrival in Jordan: _____

Requirements (Please submit the following):-

- 1) Your Original passport which has to be valid for more than six months from the date we issue the visa and must have a blank page to be stamped with the visa.
- 2) The Consular fees as of January 1st 2011 “payment must be made by money order only, payable to the Embassy of Jordan”:
 - a) For single entry visa valid **for 1 month** from date of issue: **(\$37.50)**
 - b) For multiple entries visa valid **for 6 months** from the date of issue: **(\$97.50)**
- 3) For business trips, a letter from employer stating the purpose of trip.
- 4) For Diplomatic or Official visas (No Fee) a letter of request from your department.
- 5) Visa processing takes approximately up to (5) business days for U.S. Citizens.
 - Enclose a self-addressed Express envelope with postage to return your Passport(s) you can use (Express or UPS) mail, please don't use (Fed-Ex) mail .
 - No more than (2) passports per air bill.

WE WILL NOT BE RESPONSBLE FOR ANY LOSS THAT MAY OCCUR DURING PROCESSING.

Office Hours: From (10:00) a.m. to (2:00) p.m. Monday through Friday

Note:

- Visa fees are not refundable
- U.S. re-entry permits are not acceptable for travel to Jordan
- Citizens of the United States, Mexico, South America, and the countries of Western Europe could be issued visas upon arrival at the airport in Amman-Jordan.

I certify that all the statements given by me are truthful, and I am aware of all regulations stated above.

Signature: _____

Date: _____