

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

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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KAZAKHSTAN BUSINESS VISA NON-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	TRAVEL ITINERARY:	1-COPY
INVITATION:	1-COPY	COMPANY LETTER:	1

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	\$6.00
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	_____
OTHER FEES: _____	_____
ADD RETURN FEDERAL EXPRESS 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:
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).

COMMENTS: THE CONSULATE IS CLOSED EVERY WEDENSDAY.

REVISED 7-12-2018 JENN

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KAZAKHSTAN BUSINESS VISA NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) PASSPORT
 - MUST HAVE AT LEAST ONE (1) BLANK VISA PAGE
 - MINIMUM OF 6 MONTHS REMAINING VALIDITY
- 2.) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) ONE (1) COMPLETED APPLICATION (ALL FIELDS MUST BE COMPLETED OR THE VISA OFFICER WILL NOT ACCEPT THE APPLICATION)
- 4.) ONE (1) COPY OF VISA APPROVAL:
 - HAVE YOUR SPONSOR IN KAZAKHSTAN APPLY FOR A VISA APPROVAL AT THE MINISTRY OF FOREIGN AFFAIRES. HAVE YOUR SPONSOR FAX YOU A COPY OF THE INVITATION LISTING THE 5-6 DIGIT APPROVAL NUMBER (MUST BE SUBMITTED WITH THE APPLICATION). **PLEASE SEE THE IMPORTANT NOTE BELOW TO SEE IF THE APPLICANT QUALIFIES TO HAVE THE VISA ISSUED WITHOUT THE APPROVAL FROM THE MINISTRY IN KAZAKHSTAN OR IF THEY CAN RECEIVE A VISA ON ARRIVAL**
- 5.) PROOF OF VALID U.S. STATUS
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - ONE (1) COPY OF FRONT AND BACK OF U.S. GREEN CARD
 - THE ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 6.) ONE (1) COMPANY LETTER OF GUARANTEE REQUESTING THE VISA TO BE ISSUED. BE SURE THE LETTER INDICATES THE PURPOSE OF THE TRIP, YOUR CONTACT IN KAZAKHSTAN, THE DATES OF ENTRY AND EXIT AND THE PLACES TO BE VISITED
- 7.) COPY OF THE TRAVEL ITINERARY
- 8.) CONSULATE FEES: SEE NEXT PAGE

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CONSULATE FEES KAZAKHSTAN BUSINESS VISA

SINGLE ENTRY VISA (SPECIFIC DATES AS LISTED ON APPLICATION)			
	REGULAR PROCESSING (5 TO 7 DAYS)	RUSH PROCESSING (3 TO 4 DAYS)	RUSH PROCESSING (1 TO 2 DAYS)
CONSULATE FEE	\$80.00	\$80.00	\$80.00
RUSH FEE	(N/A)	\$100.00	\$200.00
TOTAL	\$80.00	\$180.00	\$280.00

ONE-YEAR, MULTIPLE ENTRY VISA			
	REGULAR PROCESSING (5 TO 7 DAYS)	RUSH PROCESSING (3 TO 4 DAYS)	RUSH PROCESSING (1 TO 2 DAYS)
CONSULATE FEE	\$200.00	\$200.00	\$200.00
RUSH FEE	(N/A)	\$100.00	\$200.00
TOTAL	\$200.00	\$300.00	\$400.00

TWO-YEAR, MULTIPLE ENTRY VISA			
	REGULAR PROCESSING (5 TO 7 DAYS)	RUSH PROCESSING (3 TO 4 DAYS)	RUSH PROCESSING (1 TO 2 DAYS)
CONSULATE FEE	\$400.00	\$400.00	\$400.00
RUSH FEE	(N/A)	\$100.00	\$200.00
TOTAL	\$400.00	\$500.00	\$600.00

THREE-YEAR, MULTIPLE ENTRY VISA			
	REGULAR PROCESSING (5 TO 7 DAYS)	RUSH PROCESSING (3 TO 4 DAYS)	RUSH PROCESSING (1 TO 2 DAYS)
CONSULATE FEE	\$600.00	\$600.00	\$600.00
RUSH FEE	(N/A)	\$100.00	\$200.00
TOTAL	\$600.00	\$700.00	\$800.00

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IMPORTANT NOTES:

THE FOLLOWING COUNTRIES CAN REQUEST A BUSINESS VISA WITHOUT AN INVITATION ON THE BASIS OF THEIR COMPANIES' WRITTEN STATEMENT SUBMITTED TO THE CONSULATE SECTION OF THE EMBASSY OF KAZAKHSTAN IN WASHINGTON D.C. (ALL OTHERS MUST HAVE AN OFFICIAL INVITATION FROM THEIR SPONSOR IN KAZAKHSTAN):

AUSTRALIA	AUSTRIA	BELGIUM	CANADA	CROATIA
DENMARK	FINLAND	FRANCE	GERMANY	GREECE
HUNGARY	ISRAEL	ITALY	IRELAND	ICELAND
JAPAN	LIECHTENSTEIN	LUXEMBURG	MALAYSIA	MONACO
NETHERLANDS	NEW ZEALAND	NORWAY	POLAND	PORTUGAL
SAUDI ARABIA	SINGAPORE	SLOVAKIA	S. KOREA	SPAIN
SWEDEN	SWITZERLAND	U.K.	U.S.A.	U.A.E.
CZECH REP.	ROMANIA	BULGARIA	CYPRUS	MALTA
SLOVENIA	LITHUANIA	LATVIA	ESTONIA	OMAN

ACCORDING TO THE KAZAKHSTAN GOVERNMENT CITIZENS OF THE FOLLOWING COUNTRIES HOLDING VALID DIPLOMATIC, OFFICIAL, AND NATIONAL PASSPORTS CAN ENTER THROUGH AND EXIT THE TERRITORY OF KAZAKHSTAN WITHOUT A VISA FOR UP TO 30 CALENDAR DAYS FROM THE MOMENT OF CROSSING THE STATE BORDER:

VISA EXEMPT COUNTRIES				
AUSTRALIA	AUSTRIA	BELGIUM	BULGARIA	CANADA
CHILE	CROATIA	CYPRUS	CZECH REPUBLIC	DENMARK
ESTONIA	FINLAND	FRANCE	GERMANY	GREECE
HUNGARY	ICELAND	ISRAEL	ITALY	JAPAN
LATVIA	LITHUANIA	LUXEMBOURG	MALAYSIA	MALTA
MEXICO	MONACO	NETHERLANDS	NEW ZEALAND	NORWAY
POLAND	REPUBLIC OF KOREA	ROMANIA	SINGAPORE	SLOVAKIA
SLOVENIA	SPAIN	SWEDEN	SWITZERLAND	TURKEY
UNITED ARAB EMIRATES	UNITED KINGDOM	IRELAND	PORTUGAL	USA

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Specializing in Visas, Passports, Document Legalization and Translations

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: Жоқ/No Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

Жоқ/No Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап to _____ дейін

26. Сұрау салынатын визаның мәртелігі/Number of entries requested: 1 2 3 көп мәртелік/multiple

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін

For official use only

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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 **(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.