



# 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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## KUWAIT BUSINESS VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	COPY OF TRAVEL ITINERARY:	<u>1</u>
COMPANY LETTER:	<u>1</u>	ORIGINAL INVITATION:	<u>1</u>
OTHER:	_____		

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:		_____
MONEY ORDER FEE:		<u>\$6.00</u>
OTHER FEES:	<u>FED EX TO &amp; FROM L.A., CA</u>	<u>\$58.00</u>
*ADD RETURN FEDERAL EXPRESS:		_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>		_____

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*PROCESSING TIME:

AVERAGE PROCESSING TIME 10 TO 15 DAYS

COMMENTS: THE MINISTRY OF FOREIGN AFFAIRS WILL CONTACT THE SPONSOR AS LISTED IN YOUR COMPANY LETTER TO VERIFY THAT THEY ARE EXPECTING THE APPLICANT TO VISIT THEM. IF YOUR CONTACT CANNOT BE REACHED OR THEY DO NOT CONFIRM THEY HAVE INVITED THE APPLICANT THEN THE VISA WILL NOT BE ISSUED.

REVISED: 12-14-2015 (JENN)



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## KUWAIT

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

AS OF 2001, U.S. PASSPORT HOLDERS CAN TRAVEL TO KUWAIT AS TOURIST OR FOR BUSINESS AND STAY UP TO 90 DAYS WITHOUT HAVING A VISA ISSUED IN ADVANCE. THE VISA WILL BE ISSUED ON ARRIVAL AT ALL ENTRY POINTS INTO KUWAIT. YOU WILL BE REQUIRED TO HAVE A PASSPORT VALID FOR AT LEAST 3 MONTHS FROM THE DATE OF ENTRY AND YOU MUST HAVE AN ONWARD AIRLINE TICKET.

IF YOU WOULD PREFER TO HAVE A VISA ISSUED IN YOUR PASSPORT PRIOR TO ARRIVAL IN KUWAIT THEN PLEASE SEND THE FOLLOWING DOCUMENTS:

- 1.) U.S. PASSPORT (MINIMUM OF 3 MONTHS REMAINING VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COMPANY LETTER OF GUARANTEE – BE SURE TO LIST THE NAME, ADDRESS, AND PHONE NUMBER OF YOUR CONTACT IN KUWAIT
- 5.) COPY OF YOUR TRAVEL ITINERARY
- 6.) ORIGINAL INVITATION FROM CONTACT IN KUWAIT
- 7.) CONSULATE FEE:

NUMBER OF ENTRIES	CONSULATE FEE
SINGLE	\$150.00
MULTIPLE	\$175.00

VALIDITY: IF YOU ARE REQUESTING THE ONE YEAR MULTIPLE ENTRY, BE SURE TO HAVE THIS REQUEST LISTED IN THE COMPANY LETTER.

IMPORTANT NOTE: THE CONSULATE WILL FORWARD YOUR REQUEST TO THE MINISTRY OF FOREIGN AFFAIRS IN KUWAIT. THEY WILL THEN CONTACT THE SPONSOR AS LISTED IN THE COMPANY LETTER TO VERIFY THEY ARE EXPECTING THE APPLICANT TO VISIT THEM. IF THE CONTACT IN KUWAIT CANNOT BE REACHED OR THEY DO NOT CONFIRM THAT THEY HAVE INVITED THE APPLICANT THEN THE VISA WILL NOT BE ISSUED.

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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 APPLICATION FORM نموذج طلب تأشيرة

Application No.: ..... رقم الطلب : .....  Transit Visa تأشيرة مرور  Entry Visa تأشيرة دخول

Date: ..... التاريخ : .....  Transit Permit إذن مرور  Visit Permit إذن زيارة

Applicant's Data		بيانات طالب التأشيرة		
Sex الجنس	Last Name اللقب/ إسم العائلة	Middle Name إسم الأب	First Name الإسم الأول	
Place of Birth مكان الميلاد	Date of Birth تاريخ الميلاد	Prev. Nationality الجنسية السابقة	Nationality الجنسية	Profession المهنة
Permanent Address: العنوان الدائم :				
Home Fax No. : رقم الفاكس الدائم :	Home Phone No. : رقم الهاتف الدائم :			
Address in Kuwait : العنوان في الكويت :				
Fax No. in Kuwait : رقم الفاكس في الكويت :	Phone No. in Kuwait: رقم الهاتف في الكويت :			
Applicant's Passport Information		بيانات جواز طالب التأشيرة		
Valid Until صالح لغاية	Date of Issue تاريخ الإصدار	Place of Issue مكان الإصدار	Passport Type نوع الجواز	Passport No. رقم الجواز
Family members travelling on same passport (if any) المرافقون القادمون على نفس الجواز (إن وجد)				
Sex الجنس	Place of Birth مكان الميلاد	Date of Birth تاريخ الميلاد	Name الإسم	
				1
				2
				3
Purpose of Visit		الغرض من الزيارة		
Personal Visit زيارة شخصية <input type="checkbox"/>		Business Visit زيارة تجارية <input type="checkbox"/>		Official Visit زيارة رسمية <input type="checkbox"/>
Multiple Entries عدة سفرات <input type="checkbox"/>		Single Entry سفرة واحدة <input type="checkbox"/>		
Date: التاريخ :	Applicant's Signature: توقيع طالب التأشيرة :			
أقر أنا الموقع أعلاه بأن البيانات المدرجة بهذا الطلب صحيحة وأتعهد بتنفيذ ما جاء بقانون إقامة الأجانب رقم 17 لسنة 1959 والقوانين المعدلة له ، وما جاء باللائحة التنفيذية لهذا القانون I, the undersigned, acknowledge that the information given here is true & undertake to obey the Foreigners Residence Law # 17 of 1959 with later amendments & executive instructions for this law				
الحد الأعلى للبقاء في الكويت شهر واحد لكل سفرة (في حالة الزيارة) ، Maximum stay in Kuwait one month each entry (Visitors Visa)				
For Official Use Only		للإستعمال الرسمي فقط		
نوع الكفيل في حالة الإقامة المؤقتة للعمل في الكويت : <input type="checkbox"/> أفراد <input type="checkbox"/> شركات <input type="checkbox"/> حكومة <input type="checkbox"/>		إسم الكفيل :		
		العنوان :		
		رقم الهاتف :		
		رقم شهادة عدم الممانعة أو تصريح العمل (إن وجد) :		
		<input type="checkbox"/> مؤجلة ، <input type="checkbox"/> منحت التأشيرة رقم سمة الدخول أو التأشيرة : تاريخ الإصدار :		
صلاحيتها : <input type="checkbox"/> عدة سفرات <input type="checkbox"/> سفرة واحدة		ملاحظات :		

## NOTES

- Passports sent by mail should include a stamped, self-addressed envelope for return.
- The applicant should contact the Embassy (20) Twenty days after the issuance of the work permit.

### **No Objection Certificate**

A visitor can also enter Kuwait on a No Objection Certificate (NOC). The certificate is issued by the Ministry of Social Affairs and Labor (for domestic employees) or by the Chamber of Commerce (for businessmen). This has to be arranged in advance by the Kuwaiti sponsor or employer. The NOC can be arranged for in the following ways:

#### **Prior to arrival**

The Kuwaiti Consulate or Embassy based in the employee's country is sent the intimation to issue the NOC which is collected by the employee. S/he can then enter Kuwait directly for employment. A residence visa is then issued once the s/he has entered the country.

#### **After the employee's arrival**

The employee enters Kuwait on a Business visa, after which an application is made for an NOC for employment. Once this is obtained the person has to leave and re-enter Kuwait with the NOC.

## **Residence Visas**

### **Employees**

Once the employee has arrived on an NOC, the process of stamping the residency or the 'Iqama' starts. This can, in some instances, take weeks. The formalities have to be completed within 60 days of entry, otherwise a daily penalty fee of KD 2 will be levied. It is important to note that after a person has entered the country on an NOC, he or she cannot leave the country until the residency permit has been issued. Also he or she will not be able to drive a vehicle in Kuwait until a valid Kuwaiti Driving License is issued, unless, of course a temporary license is obtained in the interim. One can only apply for a Driving License once the Residence Visa has been obtained and the Civil ID has been issued.

### **Spouses and dependants**

Expatriate employees working for the Government sector whose monthly salaries are not less than KD 450 per month (a lowering of the salary limit is under consideration) are granted a residence permit for their spouses and children. The employee acts as the sponsor and has to pay the following annual fees for the family:

- Spouse: KD 100 for the first year and KD 10 renewal fee for consecutive years plus KD 40 per year for Health Insurance fees.

- Up to 3 children: KD 100 each for the first year and KD 10 renewal fee for consecutive years plus KD 40 per year for Health Insurance fees.

- Fourth child onwards: KD 200 each for the first year and KD 10 renewal fee for consecutive years plus KD 40 per year for Health Insurance fees.

Similarly, the salary limit for employees in the private sector is KD 650. The rates for the residence fees are the same as above except that the KD 100 fee is limited to two children and not three --from the third child onwards the fees go up to KD 200 each for the first year.

Employees are allowed to sponsor one domestic servant, provided both parents are working and there is a necessity to have someone to look after the children.

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## Services

Nearly all nationalities, except GCC citizens, require visas to enter Kuwait. An application for a visa must be sponsored by a Kuwaiti individual or company. Technically, the visa application is made by the sponsor who is responsible for the visitor while s/he is in Kuwait.

Foreigners who desire to visit Kuwait for a short period need a visitor's permit to be procured by the applicant's sponsor.

A non-GCC national whose country has a visa abolition treaty with Kuwait which allows Kuwaitis to enter their country without a visa, may be granted reciprocal entry rights in Kuwait. However, these nationals may require an 'entry permit'; they may also require a sponsor.

Visit visas may be obtained from Kuwaiti Consulates abroad by producing a supporting letter from a Kuwaiti sponsor, or the Kuwaiti sponsor can obtain the visa in Kuwait using a faxed copy of the visitor's passport. Visitors to Kuwait can also procure a visa by filling an application at any office of Kuwait Airways Corporation (KAC) in the world. This will take about two working days. The sponsor can then fax a copy of the visa to the visitor, enabling her/him to travel to Kuwait. The entry will be stamped in the passport on arrival, when the Kuwaiti sponsor presents the original at the airport. The actual visit visa consists of two sheets of paper; one is taken up on arrival; the other must be retained to be handed in when the visitor is leaving. Hotels can also arrange visit visas for businesspersons but they take about a week or more to do so. Persons in Kuwait on a visit visa are not allowed to work.

An application form stating the reason for the visit should be completed and submitted to the Embassy along with two passport size photographs of the candidate. The application must also be accompanied by two letters - one from the sponsor (containing an invitation) and the other, a letter of introduction from the candidate's organization.

If a month's stay is insufficient and needs to be extended, then the Immigration Department must be contacted to request an extension (three months initial visa is under consideration). Alternatively, you can also travel to one of the neighboring GCC countries and re-enter Kuwait on a new visitor's visa. If the date of exit expires you might be required to pay a fine (KD10 per day) as a penalty before the exit stamp is issued. This fine cannot be paid at the point of departure. It must be paid at the relevant Immigration Department.

Kuwait has also agreed in principle to issue multiple entry visas to certain categories of people such as businesspersons, which allows the holder to enter the country any number of times within a specified 12-month period for up to one month stay per visit.

Entry permits must be obtained well in advance since resolving a problem at the airport upon arrival is usually not possible.

### **Transit Visa**

A transit visa, valid for a maximum stay of seven days, can be obtained from a Kuwaiti Consulate abroad or from a Port Authority in Kuwait. The applicant must have a valid entry visa for his next country of destination.

### **Visa Information**

Citizens of Countries that can obtain Visas upon arrival in Kuwait:

USA  
Great Britain  
France  
Italy  
Germany  
Canada  
Australia  
New Zealand  
Japan

Holland  
Belgium  
Luxembourg  
Switzerland  
Austria  
Sweden  
Norway  
Denmark  
Portugal  
Ireland  
Greece  
Finland  
Spain  
Monaco  
Vatican  
Iceland  
Andorra  
San Marino  
Lechtin  
Brunei  
Singapore  
Malaysia  
Hong Kong  
South Korea  
China

## VISA REQUIREMENTS

### A. Entry Visa:

Visas for U.S. citizens are issued upon arrival at all Kuwaiti ports of entry

1. General Requirements:

- Valid Passport with a minimum of six (6) months prior to expiration date
- Two completed current visa application forms (which can be duplicated)

1. Purpose of visit and additional requirements:

**BUSINESS VISITORS:** Letter from U.S.A. firm requesting the visa and their guarantee of the applicant while in Kuwait.

**VISITORS OF FRIENDS AND RELATIVES:** Holding **No Objection Certificates** obtained by relatives/friends in Kuwait are not required to stamp visas in their passports by the Embassy.

**PERSONS GOING FOR EMPLOYMENT:**

Government Contract: copy of **Letter of Appointment** from Kuwait.

Private Sector: **Work Permit** in duplicate issued by the General Department of Immigration Affairs in Kuwait. (If spouse or family members are accompanying applicant, **Work Permit, No Objection Certificate** or **Letter of Appointment** must indicate that.)



1. Two photographs.
5. Fee: Contact Embassy for amount.

**B. Transit Visa: (Valid for a maximum of 72 hours)**

1. Same as #2 and #4 of Entry Visa
1. Copy of travel tickets confirming date of arrival, departure and carrier's flight number.
1. Copy of visa for entry into neighboring country after stopover in Kuwait (if traveled by land).
1. Fee: contact Embassy for amount.

( U.S.A. passports \$20.00)

**NOTES**

- Permit to re-enter the United States is not a U.S. Passport as indicated on page #1 or permit.
- Passports sent by mail should include a stamped, self-addressed envelope for return by certified or registered mail.
- Fees should be paid by cash, money order or company check.

**REQUIREMENTS FOR A WORK VISA**

1. Valid passport with a minimum of three (3) months prior to expiration date.
1. One completed current visa application form as issued by Kuwait Ministry of Foreign Affairs.
1. One passport size photo.
1. HIV test (AIDS test).
1. Health Certificate – Obtained from the local doctor certifying that the patient is free from any contagious diseases.
1. Police Clearance – Obtained from the local police station certifying that the applicant has no criminal record.
1. The work permit in duplicate

**Fees**

\$60.00 (for U.S. Citizens)

Fees should be paid by cash, money order or company check.

**PERSONAL CHECKS ARE NOT ACCEPTED**