



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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KYRGYZSTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) IF APPLYING FOR A MULTIPLE ENTRY VISA OR IF YOU
WILL NEED TO STAY LONGER THEN 30 DAYS - YOU WILL
NEED AN APPROVAL FROM THE MINISTRY OF FOREIGN
AFFAIRS BEFORE THE VISA CAN BE ISSUED
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEE:
 - \$110.00 - SINGLE ENTRY VISA (1 MONTH VISA)
(REGULAR PROCESS)
 - \$220.00 - SINGLE ENTRY VISA (1 MONTH VISA)
(48-72 HOUR RUSH PROCESS)
 - \$120.00 - SINGLE ENTRY VISA (3 MONTHS VISA)
(REGULAR PROCESS)
 - \$240.00 - SINGLE ENTRY VISA (3 MONTHS VISA)
(48-72 HOUR RUSH PROCESS)
 - \$120.00 - DOUBLE ENTRY VISA (1 MONTH VISA)
(REGULAR PROCESS)
 - \$240.00 - DOUBLE ENTRY VISA (1 MONTH VISA)
(48-72 HOUR RUSH PROCESS)
 - \$140.00 - MULTIPLE ENTRY VISA (3 MONTHS VISA)
(REGULAR PROCESS)
 - \$280.00 - MULTIPLE ENTRY VISA (3 MONTHS VISA)
(48-72 HOUR RUSH PROCESS)
 - \$180.00 - MULTIPLE ENTRY VISA (6 MONTHS VISA)
(REGULAR PROCESS)
 - \$360.00 - MULTIPLE ENTRY VISA (6 MONTHS VISA)
(48-72 HOUR RUSH PROCESS)
 - \$240.00 - MULTIPLE ENTRY VISA (1 YEAR)
(REGULAR PROCESS)
 - \$480.00 - MULTIPLE ENTRY VISA (1 YEAR)
(48-72 HOUR RUSH PROCESS)

REVISED: 9-28-2009 (EL)



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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!**



CONSULATE OF THE KYRGYZ REPUBLIC

Embassy of the Kyrgyz Republic
 1732 Wisconsin Ave., N.W., Washington, DC 20007
 Tel: (202) 338-5141; Fax: (202) 338-5139
 E-mail: Embassy@kyrgyzstan.org

affix the
photo here

VISA APPLICATION FORM

(Application form must be typed or written in block letters)

Citizenship:		Passport number:		Expiration date:		Type:		
Last name (in capital letters)			First			Middle name(s)		
Date of Birth:		Place of Birth:		Sex:				
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> day month year				<input type="checkbox"/> Male <input type="checkbox"/> Female				
Name of spouse:		Contact organization or private host in Kyrgyzstan, including address and tel.:						
Purpose of trip:								
<input type="checkbox"/> Business <input type="checkbox"/> Pleasure								
Specific purpose of visit								
Type of visa requested:						(6 months)		
<input type="checkbox"/> Transit <input type="checkbox"/> Single entry <input type="checkbox"/> Tourist <input type="checkbox"/> Double-entry						Multiple entry (1 year)		
Intended duration								
From:		Until:						
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> day month year		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> day month year						
Occupation, office address:				Permanent address:				
Tel:				Tel:				
Dates of all previous visits to the Kyrgyz Republic:								
I declare that the data given in this application are correct and comprehensive.								
Signature				Date				

(For official use only)

Номер:
 Дата поступления:
 Дата выдачи:
 Сроком с:
 Сроком до:
 Категория:
 Дип Служ Обыкн Тур
 Вид:
 Транз Одн Двукр Многокр
 мес год

Примечание:
 №