



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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: LAOS BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>3</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>        </u>	COMPANY LETTER:	<u>        </u>
COPY OF INVITATION:	<u>        </u>	RELEASE LETTER:	<u>        </u>
OTHER:	<u>        </u>		<u>        </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:	<u>        </u>
MONEY ORDER:	<u>\$6.00</u>
<b>**</b> <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAY OR LESS RUSH PROCESS)	<u>        </u>
<b>*ADD</b> RETURN FEDERAL EXPRESS FEE:	<u>        </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<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: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN 4 DAYS OR LESS FROM THE DAY WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REVISED: 02-12-2013 (SW)



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## LAOS

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

A PASSPORT HOLDER CAN RECEIVE A VISA UPON ARRIVAL FOR A 30 DAY STAY. YOU MUST BE IN POSSESSION OF A VALID PASSPORT (MINIMUM OF SIX MONTHS REMAINING VALIDITY) AND AN ONWARD AIRLINE TICKET, ONE 3X4 PHOTOGRAPH, CONTACT INFORMATION (INDIVIDUAL OR ORGANIZATION) BASED IN LAOS AND A CONFIRMED HOTEL RESERVATION. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

#### TOURIST/VISIT VISA:

- 1.) PASSPORT (MINIMUM OF 6 MTHS. REMAINING VALIDITY)
- 2.) (3) THREE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) IF YOU ARE VISITING RELATIVES OR FRIENDS THEY MUST GO TO THE MINISTRY OF INTERIOR AND APPLY FOR AN APPROVAL. ONCE A REQUEST HAS BEEN APPROVED, THE MINISTRY OF FOREIGN AFFAIRS WILL SEND A FAX TO THE LAOS EMBASSY TO ISSUE A VISA ACCORDINGLY.
- 5.) IF YOU ARE TRAVELING AS A TOURIST YOU MUST PROVIDE CONFIRMATION FROM A TOUR COMPANY IN LAOS
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEE: \$50.00  
CONSULATE FEE: \$70.00 (4 DAYS OR LESS)

#### BUSINESS VISA:

THE EMBASSY RECOMMENDS THAT YOU APPLY FOR A VISITOR VISA AND ASK YOUR SPONSOR TO ARRANGE TO HAVE YOUR VISA CONVERTED TO A BUSINESS VISA WHILE IN LAOS.

VALIDITY: VISAS ARE VALID FOR SINGLE ENTRY AND MUST BE USED WITHIN 60 DAYS FROM THE DAY THE VISA IS ISSUED.

REVISED: 02-12-2013 (SW)

**Specializing in Visas, Passports, Document Legalization and Translations**



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ  
 Lao People's Democratic Republic  
 ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນາຖາວອນ  
 Peace Independence Democracy Unity Prosperity

ສະຖານເອກອັກຄະລັດຖະທູດ  
 ແຫ່ງສປປລາວທີ່ວໍຊິງຕັນ ດີ.ຊີ

Embassy of the Lao PDR  
 2222 S Street, N.W.  
 Washington, DC 20008  
 Tel: (202) 667-0076  
 Fax: (202) 332-4923

ຄໍາຮ້ອງຂໍວິຊາ  
 APPLICATION FOR VISA



ຊື່: .....	ນາມສະກຸນ: .....
FIRST NAME (IN BLOCK LETTER)	FAMILY NAME (IN BLOCK LETTER)
ວັນ, ເດືອນ, ປີເກີດ: .....	ສະຖານທີ່ເກີດ: .....
DATE OF BIRTH	PLACE OF BIRTH
ສັນຊາດ: .....	ອາຊີບ: .....
NATIONALITY	OCCUPATION
ຫນັງສືຜ່ານແດນຫນາຍເລກ: .....	ອອກໃຫ້ທີ່: .....
PASSPORT No.	PLACE OF ISSUE
ອອກໃຫ້ວັນທີ: .....	ໃຊ້ໄດ້ເຖິງ: .....
DATE OF ISSUE	EXPIRATION
ທີ່ຢູ່ປະຈຸບັນ: .....	ໂທລະສັບ: .....
HOME ADDRESS	TEL.

ລູກຕິດຕາມທີ່ໃຊ້ຫນັງສືຜ່ານແດນດຽວກັນ:	1. ຊື່ (NAME) .....	ອາຍຸ (AGE) .....
CHILDREN TRAVELING WITH THE SAME PASSPORT	2. ຊື່ (NAME) .....	ອາຍຸ (AGE) .....
	3. ຊື່ (NAME) .....	ອາຍຸ (AGE) .....

ເຫດຜົນຂອງການເດີນທາງ: .....	ພາຫະນະການເດີນທາງ: .....
PURPOSE OF THE TRIP	MEANS OF TRANSPORTATION
ວັນຈະເຖິງ ສປປ ລາວ: .....	ກໍານົດຢູ່ ສປປ ລາວ: .....
DATE OF ARRIVAL IN THE LAO PDR	DURATION OF STAY IN THE LAO PDR
ດ່ານເຂົ້າເມືອງ: .....	ວັນ DAYS
PORT OF ENTRY	

ຜູ້ຮັບປະກັນຢູ່ ສປປ ລາວ: .....	ຊື່ (NAME): .....	ໂທລະສັບ (TEL.): .....
REFERENCE IN THE LAO PDR	ທີ່ຢູ່ (ADDRESS): .....	

ຈຸດເດີນທາງຫຼັງຈາກການຢ້ຽມຢາມ ສປປ ລາວ: .....

NEXT DESTINATION AFTER YOUR VISIT TO THE LAO PDR

ວັນທີ: .....	ລາຍເຊັນ: .....
DATE	SIGNATURE

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ຄໍາເໝັ້ນຂອງສະຖານທູດ (OFFICIAL USE ONLY)

ວິຊາເລກທີ: .....

ລົງວັນທີ: .....