



# 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**





JABATAN IMIGRESEN MALAYSIA  
BORANG PERMOHONAN VISA  
VISA APPLICATION FORM

\*Jenis Permohonan  
Type of Application

Dalam Malaysia  
In Malaysia

Seberang Laut  
Oversea

IM. 47- Pin. 1/97

Gambar  
Pemohon  
Photograph of  
Applicant  
(3.5 cm x 5.0 cm)

**A. MAKLUMAT PEMOHON**  
**PARTICULARS OF APPLICANT**

1 Nama Penuh (Huruf Besar)  
Full Name (Capital Letter)

2 \*Jantina  
Gender

Lelaki  
Male

Perempuan  
Female

3 Tempat/Negara Lahir  
Place/Country of Birth

4 \*\*Tarikh Lahir  
Date of Birth

hari bulan tahun  
day month year

5. Warganegara  
Nationality

6. Pekerjaan  
Occupation

7. Alamat  
Address

  
  

7.a Telephone Nos.

Office:

Hand Phone:

8. Taraf Perkahwinan  
Marital Status

Belum Berkahwin  
Single

Berkahwin  
Married

**B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN**  
**PARTICULARS OF PASSPORT / TRAVEL DOCUMENT**

For Office Use Only

9. Jenis Dokumen Perjalanan  
Type of Travel Document

10. Nombor  
Number

11. Tempat / Negara DiKeluarkan  
Place / Country of Issue

12. \*\*Sah Sehingga  
Valid Until

hari bulan tahun  
day month year

**C. BUTIR-BUTIR PENGANJUR DI MALAYSIA**

*NAME OF SCHOOL OR INVITING COMPANY IN MALAYSIA*

13. Name Penuh (Huruf Besar)  
*Full Name (Capital Letter)*

14. No. Kad Pengenalan  
*NRIC*

15. No. Telefon  
*Telephone No.*

16. Alamat  
*Address*


Negeri  
*State*

**D. BUTIR-BUTIR PERMOHONAN**

*DETAIL OF APPLICATION*

17. Tempoh Tinggal Yang Dicadangkan  
*Duration Of Proposed Stay*      Bulan  
*Month*     

18. \*Tujuan Perjalanan  
*Purpose of Journey*

Bercuti <i>Holiday</i>	<input type="checkbox"/>	Transit <i>Transit</i>	<input type="checkbox"/>
Urusan Perniagaan <i>Business</i>	<input type="checkbox"/>	Urusan Rasmi <i>Official Trip</i>	<input type="checkbox"/>
Melawat Saudara Mara / Kawan <i>Visiting Friends / Relatives</i>	<input type="checkbox"/>	Persidangan <i>Conference</i>	<input type="checkbox"/>
Bekerja <i>Employment</i>	<input type="checkbox"/>	Belajar <i>Study</i>	<input type="checkbox"/>

Lain-Lain (Nyatakan)  
*Others (Specify)*

.....  
Tarikh  
*Date*

.....  
Tandatangan Pemohon / Penganjur  
*Signature of Applicant / Sponsor*



## VIP SERVICES

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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 (LIST THE TYPE OF 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!**

CONSULAR SECTION  
EMBASSY OF MALAYSIA  
3516 INTERNATIONAL CT., NW  
WASHINGTON, DC 20008  
TEL: 202-572-9700 / FAX: 202-572-9786

Please be informed that ALL visa application through this office must be accompanied by our visa check list.

**CHECK LIST**

- Passport; must be valid at least 6 months from travel date
- US Visa/PR Card; must be valid at least 6 months from travel date
- Passport size photo (1 photo)
- Invitation letter from Malaysia, i.e. company/\*\*\*family/friends only
  - \*\*\*Copy of family member's passport/identity card/Malaysia's work permit
  - \*\*\*Marriage Certificate (if applicable)
- Letter from employer confirming your status
- Fee (exact fee only) \_\_\_\_\_
- Flight Reservations
- Hotel Reservations
- Bank statement (most recent)
- Visa will be picked up by \_\_\_\_\_

\_\_\_\_\_  
(Signature/Name of person  
completing this form)

**Note: Issuance of visa is at the discretion of the Consular Office.**