



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#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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MYANMAR

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) (1) ONE COMPLETED "WORK HISTORY" FORM
- 5.) COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE:
\$20.00 (REGULAR PROCESS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) (1) ONE COMPLETED "WORK HISTORY" FORM
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A COPY OF AN OFFICIAL INVITATION FROM YOUR SPONSOR IN MYANMAR.
- 7.) COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEE:
\$30.00 - SINGLE ENTRY VISA (REGULAR PROCESS)
\$150.00 - MULTIPLE ENTRY VISA (REGULAR PROCESS)

VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE USED WITHIN (3) THREE MONTHS FROM THE DATE ISSUED. YOU MAY STAY FOR (4) FOUR WEEKS AS A TOURIST AND UP TO 10 (TEN) WEEKS AS A BUSINESS PERSON. IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA, YOUR OFFICIAL INVITATION MUST STATE SO. THE MULTIPLE ENTRY VISA IS ISSUED AT THE DISCRETION OF THE EMBASSY OFFICIAL.

REVISED: 11-23-2010 (KS)



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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!

DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION IMMIGRATION DEPARTMENT

APPLICATION FOR ENTRY VISA (Business)

- 1. Name in Full (Fill in Block Letters)
2. Father's Full Name:
3. Date of Birth(dd/mm/yyyy):
4. Place of Birth (City /State /Country):
5. Nationality:
6. Present Occupation:
7. Marital Status:
8. Spouse's Full Name:

Official use only
B.E.V.(SINGLE)
B.E.V.(MULTIPLE)

PHOTO
Recently taken
35mm X 45mm
color photo
with full face, front view,
no hat
and against
a plain light background

Passport

- 9. (a) Number (b) Date of Issue (dd/mm/yyyy)
(c) Place of issue : (d) Issuing Authority:
10. Present Address in U.S.
11. Contact Phn. No. (Res.) (Work) e-mail:
12. Address in Myanmar:
13. Have you ever been to Myanmar:
14. Have you ever been refused to enter Myanmar:
15. Expected dt. of Arrival (ETA- Myn.): Flight No.
Expected dt. of Departure (ETD- Myn.): Flight No.
16. Name and Address during stay in Myanmar
17. Attention for Applicant:

- (a) Apart from the professions mentioned this visa application form applicants are not to engage in any sort of work, with or without charges.
(b) Applicant shall abide by the Laws of the Union of Myanmar and shall not interfere in the Internal Affairs of the Union of Myanmar.
(c) Legal action will be taken against those who violate or contravene any provision of the existing laws, rules and regulations of the Union of Myanmar.

I hereby declare that I fully understand the above mentioned conditions, that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of entry stated herein.

Date (dd/mm/yyyy) : Signature of Applicant

(FOR OFFICE USE ONLY)

Visa No. Date:
Visa Authority: MOFA Lt. No. 46 11 11 (66) Dated : 26 January 1993
- (If ohter) MOFA Lt. No. Dated: / /

Signature of Officer in-Charge

Embassy of the Union of Myanmar
Washington D.C.
Work History for Visa Applicant

1. Name in Full : _____ / _____ / _____
(Fill in Block Letters) First Name Middle Name Last Name

2. Date of birth (dd/mm/yyyy): __/__/____

3. Place of birth: U.S., _____ (Other): _____

4. Permanent Home Address: _____

5. Tel. (Res.) () _____ (Work Place) () _____
e-mail: _____

6. Work Description (**Current**)

(a) Job Title : _____
From (dd/mm/yyyy): __/__/____ - To (dd/mm/yyyy): __/__/____

(b) Office _____
Section _____
Division _____
Describe your Duties: _____

7. Work Description (**Previous**)

(a) Job Title : _____
From (dd/mm/yyyy): __/__/____ - To (dd/mm/yyyy): __/__/____

(b) Office _____
Section _____
Division _____
Describe your Duties: _____

I hereby declare that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of my entry.

Signature of Applicant
Date:(dd/mm/yyyy): __/__/____