



# 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#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: MYANMAR TOURIST VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
REPORT OF ARRIVAL FORM:	<u>N/A</u>	COMPANY LETTER:	<u>N/A</u>
WORK HISTORY FORM:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

**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>\$20.00</u>
MONEY ORDER:	<u>\$3.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### \*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: 10 TO 15 DAYS

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

REVISED: 01-01-2012 (KS)

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



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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)

DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION IMMIGRATION DEPARTMENT

APPLICATION FOR ENTRY VISA (TOURIST)

Official use only
E.V.T(F.I.T)
E.V.T (Package Tour)

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

2. Father's Full Name
( First Name ) (Middle Name ) ( Last Name)

3. Date of Birth (dd/mm/yyyy): \_\_/\_\_/\_\_\_\_

4. Place of Birth (City / State / Country): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

5. Nationality: [ ] U.S. / [ ] (Others): \_\_\_\_\_ 4. Sex [ ] (F) / [ ] (M)

6. Present Occupation: \_\_\_\_\_
(If retired write " retired", if student write "student")

7. Marital Status: [ ] Married [ ] Separated [ ] Divorced [ ] Widowed [ ] Single (Never Married)

8. Spouse's Full Name: \_\_\_\_\_

Personal Description

9. (a) Color of Hair \_\_\_\_\_ (b) Height: [ ] m \_\_ cm \_\_ / [ ] ft. \_\_ in. \_\_

(c) Color of Eyes \_\_\_\_\_ (d) Complexion \_\_\_\_\_

Passport

10. (a) Number \_\_\_\_\_ (b) Date of Issue (dd/mm/yyyy) \_\_/\_\_/\_\_\_\_

(c) Dt. of expiration (dd/mm/yyyy): \_\_/\_\_/\_\_\_\_

(d) Place of issue: \_\_\_\_\_ (e) Issuing Authority:

[ ] United States, \_\_\_\_\_ [ ] United States, Department of State /

[ ] Other: \_\_\_\_\_ [ ] National Passport Centre / [ ] Other: \_\_\_\_\_

11. Present Address in U.S. \_\_\_\_\_
(Include apartment number, street, city, state or province & postal zone)

12. Contact Phn. No. (Res.) ( \_\_\_ ) \_\_\_\_\_ (Work) ( \_\_\_ ) \_\_\_\_\_ e-mail: \_\_\_\_\_

13. Address in Myanmar: \_\_\_\_\_

14. Have you ever been to Myanmar: [ ] Yes [ ] No (If Yes) Date of Last Visit: (dd/mm/yyyy): \_\_/\_\_/\_\_\_\_

15. Have you ever been refused to enter Myanmar: [ ] Yes [ ] No. (If Yes) When: (dd/mm/yyyy): \_\_/\_\_/\_\_\_\_

Why: \_\_\_\_\_

16. Purpose of Visit: [ ] Tourism / \_\_\_\_\_

Expected dt. of Arrival (dd/mm/yyyy) (ETA- Myn.): \_\_/\_\_/\_\_\_\_ Flight No. ( )

Expected dt. of Departure (dd/mm/yyyy) (ETD- Myn.): \_\_/\_\_/\_\_\_\_ Flight No. ( )

17. Attention for Tourists

(a) Apart from the professions mentioned in 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 (76) Dated : 11 March 1994

(If other): MOFA Lt. No. \_\_\_\_\_, Dated: \_\_\_\_\_

Signature of Officer in-Charge

Embassy of the Union of Myanmar(Washington D.C. )

Contact : Phn.(202) 332 3344, 4350, 4352,Fax:(202) 332 4351,http://www.mewashingtondc.com , e-mail : mewdcusa@gmail.com

## Work History for Visa Applicant

1. Name in Full (Fill in block letters): \_\_\_\_\_  
Surname (As in Passport): \_\_\_\_\_  
First Name & Middle 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) \_\_ / \_\_ / \_\_\_\_\_