



# VIP PASSPORT SERVICES, INC.

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Houston, Texas 77002

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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**



**Passport and visa are required to travel to Mongolia. Before applying visa, please check your visa requirement status entering to Mongolia.**

- If you are not US citizen nor passport holder, please [visit here](#) and check the list for non-visa regime countries and regions.

**For applying visa for 30 days or less it is required to submit by mail or in person following documentation:**

1. Passport with a validity date at least six months beyond the end of the applicant's intended period of stay in Mongolia;

2. Visa Application Form with one photo /passport size/ [Download Application Form](#);

3. Copy of flight itinerary;

4. Visa fee:

- Single entry visa – \$60.00;
- Double entry visa – \$80.00;

Fees must be paid in US dollars by money order or cashier's check made payable to "The Embassy of Mongolia"

**P.S:**

- For staying in Mongolia for more than 30 days, or obtaining double entry or multiple entry visas for work / study, it is required to have an Approval from the Office of Immigration, Naturalization and Foreign Citizens in Mongolia. You can have an Approval with assistance of your partners or supporters there in Mongolia.
- Normally visa is processed in 4 to 7 working days. However, please be advised that the regulations require up to one week for the processing.
- Visa is valid for entry within 90 days upon the issuance (Date of Issue) and its duration (Duration of Stay) counts from the date of entrance.

**NOTE : Foreign national stayed in Mongolia above 30 days is required to get registered at local "Office of Immigration, Naturalization and Foreign Citizens" .**

**PASPORT VALIDITY WILL BE SCRUTINIZED**

According to the order 227, issued by the Head of the Foreigners and Citizenship Office of Mongolia, a foreign national with passport which valid for no less than 12 months can get permission for stay or approval for entry visa on private or business purposes, while the one with passport valid for no less than 6 months, may get extended his or her permit for continued stay on private and business purposes since June 20, 2008.

**List of countries and regions with non-visa regime for all types of passport holders**

1	USA	90 days	All types of passport holders don't need visa	2001.07.06
2	Brazil	90 days	All types of passport holders don't need visa	2015.09.21
3	Canada	30 days	All types of passport holders don't need visa	2013.06.04
4	Georgia	90 days	All types of passport holders don't need visa	–
5	Germany	30 days	All types of passport holders don't need visa	2013.09.01
6	Hong Kong	14 days	All types of passport holders don't need visa	1998.06.18
7	Israel	30 days	All types of passport holders don't need visa	1996.03.12
8	Japan	30 days	All types of passport holders don't need visa	2010.03.24
9	Kazakhstan	90 days	All types of passport holders don't need visa	1994.12.02
10	Kyrgyzstan	90 days	All types of passport holders don't need visa	1999.12.04
11	Macao	90 days	All types of passport holders don't need visa	2004.07.03
12	Malaysia	30 days	All types of passport holders don't need visa	1994.06.06
13	Philippines	21 days	All types of passport holders don't need visa	1994.05.13
14	Russia	30 days	All types of passport holders don't need visa	2015.01.01
15	Serbia	90 days	All types of passport holders don't need visa	2013.11.08
16	Singapore	14 days	All types of passport holders don't need visa	1990.03.09
17	Thailand	30 days	All types of passport holders don't need visa	2008.01.13
18	Turkey	30 days	All types of passport holders don't need visa	2013.10.10
19	Ukraine	90 days	All types of passport holders don't need visa	–
			United Nation's laissez-passer holders don't need	
20	UN	–	visa	–

**List of countries with non-visa arrangement for diplomatic and official passport holders**

1	Brunei	14 days	Ordinary passport holders need visa	2013.07.01
2	Bulgaria	90 days	Ordinary passport holders need visa	1982.12.25
3	Cambodia	30 days	Ordinary passport holders need visa	2012.08.27
4	Chile	90 days	Ordinary passport holders need visa	2003.09.25
5	China	90 days	Ordinary passport holders need visa	1989.03.30
6	Colombia	30 days	Ordinary passport holders need visa	2013.09.23
7	Cyprus	90 days	Ordinary passport holders need visa	2011.03.30
	Czech			
8	Republic	90 days	Ordinary passport holders need visa	2011.07.29
9	DPRK	30 days	Ordinary passport holders need visa	1986.11.14
10	France	90 days	Ordinary passport holders need visa	2013.10.26
11	Germany	90 days	Ordinary passport holders need visa	2013.05.08
12	Great Britain	30 days	Ordinary passport holders need visa	2009.06.29
13	Hungary	30 days	Ordinary passport holders need visa	1992.09.24
14	India	90 days	Ordinary passport holders need visa	2005.12.23
15	Indonesia	30 days	Ordinary passport holders need visa	2011.11.15
16	Italy	90 days	Ordinary passport holders need visa	2014.11.18
17	Laos	90 days	Ordinary passport holders need visa	1978.06.08
18	Mexico	90 days	Ordinary passport holders need visa	2001.11.09
19	Myanmar	30 days	Ordinary passport holders need visa	2013.11.18
20	Peru	90 days	Ordinary passport holders need visa	2013.04.30

21	Poland Republic of	90 days	Ordinary passport holders need visa	2011.06.29
22	Korea	30 days	Ordinary passport holders need visa	1991.10.23
23	Romania	30 days	Ordinary passport holders need visa	1974.10.14
25	Slovakia	90 days	Ordinary passport holders need visa	1992.06.26
26	Vietnam	90 days	Ordinary passport holders need visa	2000.01.07

**List of countries and regions without visa fee**

1	India	–	All types of passports	–
2	Hong Kong	–	Diplomatic and official passports	–

**Mongolia has consular conventions with the following countries:**

Afghanistan, Bulgaria, China, Cuba, Czech Republic, DPRK, Hungary, Laos, Romania, Russia, United Kingdom, USA, Vietnam, Yugoslavia.

**Mongolia has treaties on mutual legal assistance with the following countries:**

Bulgaria, China, Cuba, Czech, DPRK, France, Germany, Hungary, India, Kazakhstan, Kyrgyzstan, Poland, ROK, Romania, Russia, Turkey, Ukraine, Yugoslavia, Vietnam

# МОНГОЛ УЛСЫН ВИЗИЙН МЭДҮҮЛЭГ

## VISA APPLICATION FOR MONGOLIA

3\*4 photo (taken within the last six months)  
3\*4 өнгөт зураг  
(сүүлийн 6 сард авахуулсан зураг байна)

Санамж: Визийн мэдүүлгийг бөглөхийн өмнө сайтар уншиж танилцана уу.  
Please read carefully before you fill in.

1. Овог/ Surname (as in passport)/	2. Өөрийн нэр/ Given and Middle names (as in passport)/	<p><b>Энэ хэсгийг виз олгогч ажилтан бөглөнө.</b> <b>/For official use only/</b></p> <p><u>Визийн зөвшөөрөл олгосон газар /хувийн урилга/ зөвшөөрлийн дугаар</u></p> <p>.....</p> <p><u>Олгосон визийн ангилал</u></p> <p>.....</p> <p><u>Байх хугацаа</u></p> <p>.....</p> <p><u>Визийн ялгаа</u></p> <p><input type="checkbox"/> Орох</p> <p><input type="checkbox"/> 2 удаа орох</p> <p><input type="checkbox"/> Гарах-орох</p> <p><input type="checkbox"/> 2 удаа гарах-орох</p> <p><input type="checkbox"/> Олон удаа 1 жил</p> <p><input type="checkbox"/> Олон удаа 6 сар</p> <p><input type="checkbox"/> Дамжин өнгөрөх</p> <p><u>Олгосон визийн дугаар</u></p> <p>.....</p> <p>Виз үйлдсэн ажилтан:</p> <p>.....</p> <p>Нэр</p> <p>.....</p> <p>/Гарын үсэг/</p> <p>Баталгаажуулсан албан тушаалтан:</p> <p>.....</p> <p>Нэр</p> <p>.....</p> <p>/Гарын үсэг/</p> <p><u>Он сар өдөр</u></p> <p>.....</p>
3. Иргэний харьяалал/ Current nationality(ies)/		
4. Төрсөн он сар өдөр/ Date of birth/ (year-month-day) <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	5.Төрсөн газар/ Place and country of birth/	
6. Хүйс/ Sex/ <input type="checkbox"/> Эр/Male <input type="checkbox"/> Эм/Female	7. Гэрлэсэн байдал /Marital status/ <input type="checkbox"/> Single <input type="checkbox"/> Married	
8. Ажил, мэргэжил /Profession & Occupation/	Address Street City Country Phone/ Fax	
9. Өөрийн улс дахь гэрийн хаяг, утасны дугаар / Permanent address and telephone number in your home country/ Address: Telephone number:		
10.Паспортын төрөл/ Type of passport / <input type="checkbox"/> Энгийн/Ordinary <input type="checkbox"/> Дипломат/Diplomatic <input type="checkbox"/> Албан/Service <input type="checkbox"/> Аяллын бусад баримт бичиг/ Other travel document(please specify):		
11.Паспортын дугаар/ Number of passport/ <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	12. Дуусах хугацаа/ Valid until/ (year-month-day) <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
13. Монгол Улсад хүлээн авах хувь иргэн, аж ахуйн нэгж байгууллагын нэр, хаяг /Name and address of host person or organization in Mongolia/ Company name: Address:		
14. Монгол Улсад байх таны хаяг, утасны дугаар / Your home address and telephone number in Mongolia/ Address: Telephone number		
15. Аяллын зорилго/ Purpose of travel/ <input type="checkbox"/> Жуулчлал/Tourism <input type="checkbox"/> Албан/Business <input type="checkbox"/> Суралцах/ Study <input type="checkbox"/> Ажиллах/Employment <input type="checkbox"/> Гэр бүлдээ зочлох/Visiting or joining family <input type="checkbox"/> Дамжин өнгөрөх/Transit <input type="checkbox"/> Хувийн/Private <input type="checkbox"/> Бусад/Other		
16. Хилээр нэвтрэх тоо / Number of entries requested/ <input type="checkbox"/> Нэг удаа/ Single <input type="checkbox"/> Хоёр удаа/ Double <input type="checkbox"/> Олон удаа/ Multiple entries		

**17. Хамт яваа 16 хүртэлх насны хүүхэд/ Children under 16 years travelling with you/**

Паспорт тус бүрт виз мэдүүлэх өргөдөл бөглөх шаардлагатай.

	Иргэний харьяалал/ Current nationality(ies)/	Овог/Surname/	Нэр/Given name/	Төрсөн он сар өдөр /Date of birth/	Тантай ямар хамааралтай болон /Relationship to Applicant /
1					
2					
3					

(Applications must be submitted separately for each passport)

**18. ТА ДАРААХ АСУУЛТАНД ХАРИУЛНА УУ.**

**PLEASE READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS.**

A. Танд урьд нь Монгол Улсын дипломат төлөөлөгчийн газраас виз олгохоос татгалзаж байсан эсэх ?  
Have you ever been refused a visa at a Mongolian diplomatic mission?

Yes..... No

B. Өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?  
Have you ever applied for Mongolian visa with a different name?

Yes..... No

**19. Энэхүү өргөдлийг виз мэдүүлэгчийн өмнөөс өөр хүн бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.**  
/Please complete this section if you are filling this form on behalf of visa applicant/

1. Энэхүү өргөдлийг бөглөсөн хүний овог  
нэр.....  
/Name of person completed the form/

2. Өргөдөл гаргагчтай ямар  
хамааралтай.....  
/Relationship to the applicant/.

3. Таны хаяг, утасны  
дугаар.....  
/Address and phone number/

4. Гарын үсэг.....  
/Signature/

I agree to my person data on this application form being communicated to the appropriate authorities of Mongolia if necessary for the issue of visa

I declare that to the best of my knowledge the above particulars are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of visa already granted and may also render me liable to prosecution under the law of Mongolia.

I undertake to leave the territory of Mongolia upon the expiring date of the visa, if granted.

I realize that possession of a visa is only on or the prerequisite for entry into the territory of Mongolia.

I would get registered within 7 days after my arrival in Mongolia at the Immigration Agency and get deregistered before the departure at same office, if my stay length over thirty days.

Миний бие дээр мэдүүлсэн мэдээллийг үнэн зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх шалтгаан болно гэдгийг ойлгож байна.  
I hereby declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into Mongolia.

Өргөдлийг үнэн зөв мэдүүлэгчийн гарын үсэг .....  
/Applicant's signature/

Он сар өдөр.....  
Date(year-month-day)