



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 Email: 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_____



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MYANMAR BUSINESS VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED:

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

OTHER: PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF THE APPLICANT'S GREEN CARD OR THE ORIGINAL U.S. VISA AND A PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>). SEE NEXT PAGE FOR MORE INFO.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

<u>*FEDERAL EXPRESS FEES:</u>	<u>**VISA PROCESSING TIME</u>
PRIORITY LETTER \$29.00	REGULAR PROCESSING TIME: <u>7 TO 10 DAYS</u>
2-DAY LETTER \$23.50	
3-DAY LETTER \$19.50	
SATURDAY LETTER \$41.50	
1 ST OVERNIGHT DELIVERY \$75.00	

COMMENTS: _____

REVISED: 05-10-2016 (KAT)



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MYANMAR

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

- 1.) ONE (1) PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) ONE (1) COMPLETED "WORK HISTORY" FORM
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) COPY OF AN OFFICIAL INVITATION FROM SPONSOR IN MYANMAR (SEE VALIDITY NOTE BELOW)
- 7.) COPY OF COMPANY REGISTRATION FROM MYANMAR COMPANY
- 8.) PROOF OF LEGAL U.S. STATUS: (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF FRONT AND BACK OF PERMANENT RESIDENT CARD
 - ORIGINAL U.S. VISA AND COPY OF PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 9.) COPY OF TRAVEL ITINERARY
- 10.) CONSULATE FEE:

<u>NUMBER OF ENTRIES</u>	<u>LENGTH OF VISA</u>	<u>LENGTH OF STAY</u>	<u>CONSULATE FEE</u>
SINGLE	3 MONTHS	70 DAYS	\$36.00
MULTIPLE *	6 MONTHS	70 DAYS	\$180.00
*MULTIPLE ENTRY VISAS MAY ONLY BE APPLIED FOR BY APPLICANTS WHO HAVE PREVIOUSLY BEEN ISSUED A MYANMAR VISA.			

MANY CITIZENS CAN OBTAIN A VISA UPON ARRIVAL IF TRAVELING FOR TOURISM OR BUSINESS. PLEASE SEE CHART BELOW TO SEE IF YOU QUALIFY. IF THE TRAVELER QUALIFIES AND WOULD PREFER TO OBTAIN THEIR VISA UPON ARRIVAL, PLEASE [CLICK HERE](#) FOR THE INSTRUCTIONS ON DOING SO.

<u>WHO CAN GET A VISA UPON ARRIVAL?</u>			
BRUNEI	CAMBODIA	INDONESIA	LAOS
MALAYSIA	PHILIPPINES	SINGAPORE	THAILAND
VIETNAM	AUSTRALIA	CHINA	DENMARK
FRANCE	GERMANY	INDIA	ITALY
JAPAN	NEW ZEALAND	NORWAY	SPAIN
SWEDEN	SWITZERLAND	TAIWAN	U.K.
U.S.	AUSTRIA	CZECH	IRELAND
MALTA	SLOVAKIA	BELGIUM	ESTONIA
ISRAEL	NETHERLANDS	SLOVENIA	BULGARIA
FINLAND	LATVIA	POLAND	CANADA
GREECE	LITHUANIA	PORTUGAL	CYPRUS
HUNGARY	LUXEMBOURG	ROMANIA	NEPAL
CROATIA			

CONTINUED →



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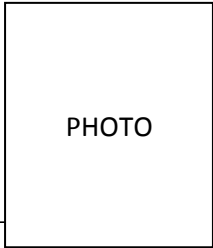
713-659-8472 1-800-856-8472 Fax 713-659-3767

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VALIDITY: IF REQUESTING A MULTIPLE ENTRY VISA, APPLICANT MUST PROVIDE AN OFFICIAL INVITATION REQUESTING MULTIPLE ENTRIES. FIRST TIME VISITORS ARE NOT ELIGIBLE TO APPLY FOR THE MULTIPLE ENTRY VISA. THE MULTIPLE ENTRY VISA IS ISSUED AT THE DISCRETION OF THE EMBASSY OFFICIAL.

REVISED: 05-10-2016 (KAT)

GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF IMMIGRATION AND POPULATION
DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION
IMMIGRATION DEPARTMENT
APPLICATION FOR ENTRY VISA/ BUSINESS VISA



1. Name in full (In Block Letters) _____
2. Father's Name in full _____
3. Nationality _____
4. Sex _____
5. Date of birth _____
6. Place of birth _____
7. Occupation _____
8. **Personal description**
 - (a) Color of hair _____
 - (b) Hight _____
 - (c) Color of eyes _____
 - (d) Complexion _____
9. **Passport**
 - (a) Number _____
 - (b) Date of issue _____
 - (c) Place of issue _____
 - (d) Issuing authority _____
 - (e) Date of expiry _____
10. Permanent address _____
11. Address in Myanmar _____
12. Purpose of entry into Myanmar _____
13. Name and Address of guarantor during stay in Myanmar _____
14. Financial resources in Myanmar
 - (a) Cash (Kyats and Foreign Currency) _____
 - (b) Bank Deposit _____
 - (c) Name of Bank _____
 - (d) Amount _____

15. **Attention for Applicants**
 - (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 the Laws of the Republic of the Union of Myanmar and shall not interfere in the internal affairs of the Republic of the Union of Myanmar.
 - (b) Legal actions will be taken against those who violate or contravene any provision of the existing laws, rules and regulations of the Republic 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 _____ Signature of Applicant _____

(FOR OFFICIAL USE ONLY)

Visa No. _____ Date _____
Visa Authority _____

Date _____
Place Washington D.C, United States of America Embassy of the Republic of the Union of Myanmar, Washington D.C

EMBASSY OF THE REPUBLIC OF THE UNION OF MYANMAR

WASHINGTON D.C.

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: City;- _____ Country;- _____
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 _____
Department _____
Describe your duties: _____

7. Work Description (**Previous**)
 - (a) Job Title: _____
From (dd/mm/yyyy): __/__/_____ To (dd/mm/yyyy): __/__/_____
 - (b) Office _____
Department _____
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) __/__/_____

For Multiple Journey Entry Visa Applicant Only

To

Ambassador
Embassy of the Republic of the Union of Myanmar
Washington D.C.

Date:

Subject: Request For Multiple Journey Entry Visa for Business

I, _____, have been to the Republic of the Union of Myanmar with Business Single Entry Visa in 19 __ / 20 __ .

Now, I would like to visit the Republic of the Union of Myanmar with Multiple Journey Entry Visa for business in order to _____
_____.

May I request to have Multiple Journey Entry Visa for business with the following documents:

- (1) Completed Visa Application Form (2)set with recently taken 35 mm X 45 mm color photo
- (2) Completed "Work History" Form
- (3) Business letter of introduction from the Myanmar Company and U.S. Company on the company on the company letterhead
- (4) Original Passport
- (5) Payment of Money Order – MO (US\$180) for Visa fee
- (6) Prepaid Envelope/ FedEx Standard Overnight Service

Sincerely,

Signature: _____

Name: _____

Passport No.: _____



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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!