



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_____



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

VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: NEPAL ENTRY VISA

DOCUMENTS REQUIRED:

Table with 2 columns: Document Name and Quantity. Rows include: VALID PASSPORT (1), PASSPORT TYPE PHOTO (S) (1), INT'L HEALTH CERTIFICATE (N/A), COPY OF INVITATION (N/A), APPLICATION (S) (1), TRAVEL ITINERARY (1-COPY), COMPANY LETTER (1), RELEASE LETTER (N/A).

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:

Table with 2 columns: Fee Name and Amount. Rows include: VIP SERVICE FEE (\$75.00), CONSULATE FEE, MONEY ORDER (\$6.00), SPECIAL HANDLING FEE, OTHER FEES, *ADD RETURN FEDERAL EXPRESS FEE, TOTAL.

*FEDERAL EXPRESS FEES:

Table with 2 columns: Service Name and Price. Rows include: PRIORITY LETTER (\$29.00), 2-DAY LETTER (\$23.50), 3-DAY LETTER (\$19.50), SATURDAY LETTER (\$41.50).

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 48 TO 72 HOURS FROM WHEN WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS:

REVISED: 07-12-2017 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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

NEPAL

A U.S. PASSPORT HOLDER CAN OBTAIN A TOURIST VISA ON ARRIVAL IN NEPAL FOR A STAY OF UP TO THREE MONTHS (WHEN ENTERING VIA THE TRIBHUVAN INTERNATIONAL AIRPORT, KATMANDU; BIRATNAGAR (JOGBANI), BIRGUNJ (RAXAUL), BHAIRAHAWA (SUNALI) AND KAKARBHITTA (PANITANKI) ON NEPAL-INDIA BORDER AND KODARI ON NEPAL-CHINA BORDER). YOU MUST BE IN POSSESSION OF A PASSPORT VALID FOR AT LEAST 6 (SIX) MONTHS FROM THE DATE OF ENTRY AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

TOURIST VISA:

- 1.) U.S. PASSPORT
 - MUST BE VALID FOR A MINIMUM OF 6 MONTHS
 - HAVE AT LEAST 1 BLANK VISA PAGE
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) COPY OF THE TRAVEL ITINERARY
- 5.) CONSULATE FEE:
 - \$25.00 - 15 DAY MULTIPLE ENTRY
 - \$40.00 - 30 DAY MULTIPLE ENTRY
 - \$100.00 - 90 DAY MULTIPLE ENTRY

ENTRY/BUSINESS VISA:

- 1.) U.S. PASSPORT
 - MUST BE VALID FOR A MINIMUM OF 6 MONTHS
 - HAVE AT LEAST 1 BLANK VISA PAGE
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) COPY OF THE TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE FEE:
 - \$25.00 - 15 DAY MULTIPLE ENTRY
 - \$40.00 - 30 DAY MULTIPLE ENTRY
 - \$100.00 - 90 DAY MULTIPLE ENTRY

VALIDITY: THE VISA MUST BE USED WITHIN SIX (6) MONTHS FROM THE DATE OF ISSUE.

REVISED: 07-12-2017 (SDL)



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

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!

NEPALESE VISA APPLICATION FORM
(For Tourist, Official and Diplomatic)

Embassy of Nepal
2131 Leroy Place, N. W.
Washington, D. C. 20008

Consulate General of Nepal
216 East 49th St. 4th Floor
New York, NY 10017

Affix recent
photograph
here

The Ambassador/Consul General/Consul,

As I have to visit/ would like to visit Nepal, I request for the issuance of

Diplomatic Official Tourist entry Visa.

My details are as follows:

- | | |
|--|--|
| 1. Full Name: | 1a. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others |
| 2. Nationality: | 2. Nationality: |
| 3. Place of Birth: | 4. Date of Birth: |
| 5. Permanent Address: | 5a. Phone No.: |
| 6. Temporary Address in Nepal: | 5b. E-mail: |
| 7. Occupation: | 8. Passport No.: |
| 8a. Date and Place of Issue: | 8b. Date of Expiry: |
| 9. Purpose of Visit: | 9a. Expected date of arrival in Nepal: |
| 12. Duration of Stay: <input type="checkbox"/> Days <input type="checkbox"/> Weeks <input type="checkbox"/> Months | |
| 13. Number of Previous Visits: | |
| 14. Source of expenditure while staying in Nepal (please check one) <input type="checkbox"/> Self <input type="checkbox"/> Sponsor | |
| 15. Year, month and duration of last visit: | |
| 16. Are you holding a passport of any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please mention 16a. Passport No.: | 16b. Country: |

Please check any one of the following:

- \$25.00 for 15 days (multiple)
- \$40.00 for 30 days (multiple) \$100.00 for 90 days (multiple)

.....
Signature of the applicant

.....
Date:

For official use only

- | | |
|-----------------------|-------------------------------|
| 1. Type of Visa: | 2. Reason for Gratis, if any: |
| 3. Entry Visa number: | 4. Date of Issue: |
| 5. Date of Expiry | 6. Visa Sticker Number: |

.....
Issuing Officer