



# 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](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\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: NEPAL TOURIST VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</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: (SEE NEXT PAGE)	<u>                                </u>
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH PROCESS)	<u>                                </u>
OTHER FEES: <u>  </u>	<u>                                </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                                </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                                </u>

#### \*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: 4 TO 7 DAYS  
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA WITHOIN 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**



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## 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)

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**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 49<sup>th</sup> St. 4<sup>th</sup> 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