



VIP SERVICES

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: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

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

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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: _____



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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>	ITINERARY/TICKET:	<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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24-48 HOUR RUSH PROCESS)	<u> </u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<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: 4-7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON A 24-48 HOUR RUSH PROCESS FROM WHEN WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 01-01-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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NEPAL

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE:
 - \$25.00 - 15 DAY MULTIPLE ENTRY
 - \$40.00 - 30 DAY MULTIPLE ENTRY
 - \$100.00 - 90 DAY MULTIPLE ENTRY

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A 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: 8-5-2009 (EL)

VISA APPLICATION FORM, NEPAL
(For Tourist, Official and Diplomatic Visa)

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

Permanent Mission of Nepal
820 Second Avenues, Suite 17 B,
New York, NY 10017

Affix your passport
size photograph here

*Photo should not be
more than six months
older*

Please check the followings if applying for tourist visa for the first time
in the current year:

- \$25.00 for 15 days multiple entry;
- \$40.00 for 30 days multiple entry \$100.00 for 90 days multiple-entries

***All Visas can be obtained either the entry point or the Nepalese Embassy abroad.
No fee is charged for Official and Diplomatic visa.***

H. E. Ambassador/Consul General/Consul,

I wish to travel to Nepal and therefore, request for Diplomatic Official Tourist Visa.

- | | |
|--|--------------------------------|
| 1. Full name: | 2. Nationality: |
| 3. Place and date of birth: | |
| 4. Permanent address: | |
| 5. Phone no.: | |
| 6. Temporary address in Nepal: | |
| 7. Occupation: | 8. Passport no.: |
| 9. Date and place of issue: | 10. Date of expiry: |
| 11. Purpose of visit & 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. Year, month and duration of last visit: | |

.....
Signature of the applicant

.....
Date:

For official use only

- | | |
|-----------------------|---------------------------------------|
| 1. Type of visa: | 2. Fees/reason for waiver, if gratis: |
| 3. Visa entry number: | 4. Date of issue: |
| 5. Date of expiry | 6. Visa Sticker no.: |

.....
Issuing Officer