



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

OMAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

YOU CAN OBTAIN A VISA UPON ARRIVAL IF YOUR STAY IS LESS THAN 3 WEEKS. YOU WILL NEED TO BRING A COMPANY LETTER OF GUARANTEE WITH YOU IF YOU ARE TRAVELING ON BUSINESS. IF YOUR STAY IS LONGER THAN 3 WEEKS OR IF YOU WOULD LIKE TO OBTAIN THE VISA BEFORE YOU DEPART, PLEASE SUBMIT THE FOLLOWING:

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6-MONTH VALIDITY)
- 2.) (1) ONE ON-LINE APPLICATION-[CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION-BE SURE TO PRINT OUT THE APPLICATION AND SEND IT ALONG WITH THE REST OF THE SUPPORTING DOCUMENTS-**FAILURE TO DO SO WILL CAUSE A DELAY**
- 3.) (2) TWO PASSPORT TYPE PHOTOS (2X2)
- 4.) COVER LETTER ADDRESSED TO THE VISA SECTION EXPLAINING THE DETAILS OF YOUR VISIT-IF YOU NEED THE VISA TO BE A MULTIPLE ENTRY BE SURE TO ADD THIS INFORMATION IN THE COVER LETTER
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE: \$60.00 - ENTRY
\$150.00 - MULTIPLE ENTRY

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE ON-LINE APPLICATION-[CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION-BE SURE TO PRINT OUT THE APPLICATION AND SEND IT ALONG WITH THE REST OF THE SUPPORTING DOCUMENTS-**FAILURE TO DO SO WILL CAUSE A DELAY**
- 3.) (2) TWO PASSPORT TYPE PHOTOS (2X2)
- 4.) COPY OF YOUR TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) A COPY OF PREVIOUS OMAN VISAS
- 7.) COPY OF YOUR INVITATION (IF AVAILABLE)
- 8.) CONSULATE FEE: \$150.00 - MULTIPLE ENTRY

VALIDITY: TOURIST-SINGLE ENTRY FOR SIX (6) MONTHS FROM THE DATE THE VISA WAS ISSUED AND CAN STAY UP TO 30 DAYS.
BUSINESS-MULTIPLE ENTRY FOR ONE (1) YEAR FROM THE DATE THE VISA WAS ISSUED AND CAN STAY UP TO THREE (3) WEEKS PER STAY.

REVISED: 4-17-2017 (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

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!