



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$** \_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_ WALK-IN\_\_





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## 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: 10-30-2010 (KS)



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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

CONSUL GENERAL OF OMAN

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!**