



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: OMAN TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S): ON-LINE	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COVER LETTER:	<u>1</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: **PLEASE 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: (SINGLE ENTRY)	<u></u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THEN 5 DAYS 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: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST FOR THE VISA TO BE ISSUED IN LESS THEN 5 DAYS FROM THE DAY THE VISA APPLICATION IS SUBMITTED TO THE EMBASSY/CONSULATE (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: **IF YOU ARE NEEDING A MULTIPLE ENTRY PLEASE BE SURE TO EXPLAIN THE DETAILS IN YOUR COVER TO THE CONSULATE.**

REVISED: 05-18-2017 (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

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