



# 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#: \_\_\_\_\_  
  
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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## 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)