



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: PAKISTAN BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	DRIVER LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</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:	<u>\$185.00</u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (ASAP RUSH PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*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: 1 DAY TO 6 WEEKS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA APPLICATION SUBMITTED AS QUICKLY AS POSSIBLE AND MONITOR DAILY UNTIL THE VISA HAS BEEN ISSUED (\$50.00 SPECIAL HANDLING).

COMMENTS: THE CONSULATE RECOMMENDS THAT YOU DO NOT BUY AN AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 9-6-2010 (SDL)



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PAKISTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1-YEAR VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETE APPLICATION (EACH QUESTION MUST BE ANSWERED FOR INCOMPLETE FORMS WITH VAGUE ENTRIES SHALL NOT BE ACCEPTED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COVER LETTER (DETAILING PURPOSE OF TRIP)
- 6.) A COPY OF DRIVER LICENSE
- 7.) CONSULATE FEE: \$124.00

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1-YEAR VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETE APPLICATION (EACH QUESTION MUST BE ANSWERED FOR INCOMPLETE FORMS WITH VAGUE ENTRIES SHALL NOT BE ACCEPTED)
- 4.) (1) ONE SUPPLMENTAL INFORMATIONAL FORM
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) COPY OF BANK STATEMENT
- 7.) COPY OF THE INVITATION LETTER FROM YOUR CONTACT IN PAKISTAN
- 8.) A COPY OF YOUR TRAVEL ITINERARY
- 9.) A COPY OF DRIVER LICENSE
- 10.) CONSULATE FEE: \$185.00

VALIDITY: VISAS ARE VALID FOR EITHER SINGLE OR MULTIPLE ENTRIES TO BE USED WITHIN 3 - 12 MONTHS FROM ISSUE DATE. YOU MAY STAY UP TO (60) DAYS PER STAY. PLEASE STATE WHETHER SINGLE, DOUBLE OR MULTIPLE ENTRY IS NEEDED ON YOUR APPLICATION. THE FINAL DECISION OF THE VALIDITY IS MADE BY THE VISA OFFICER, VARYING ON EACH INDIVIDUAL BASIS.

NOTE: IN SOME CASES A PERSONAL INTERVIEW MAY BE REQUIRED. THE CONSULATE RECOMMENDS THAT YOU DO NOT BUY AN AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 9-6-2010 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. /MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A (N) (POSITION) FOR (COMPANY NAME). MR. /MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR. /MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYEE), 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.

- vi. Marital status: Single Married
- vii. Identification mark: _____ viii. Native language _____
- ix. Nationality: (a) Present _____ (b) Previous _____ (c) _____
- x. Religion: _____

xi. **PASSPORT DETAILS:**

Type of passport Diplomatic Official/Service Ordinary
 UN Travel Document

Passport Number: _____ Place of issue _____

Date of issue: _____ Date of Expiry _____

Issuing authority _____

xii. **ADDRESS & EMAIL:**

xiv. Abroad / Country Origin _____

Telephone: i) Home _____ ii) Work _____ iii) Cell _____

b. In Pakistan _____

Telephone: i) Home _____ ii) Work _____ iii) Cell _____

Email: _____

- xiii. Is your visit sponsored? Yes No
 If yes, give details.

Name of Sponsor	Address	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

xiv. **DETAILS OF PROFESSION**

a. Profession (in case of armed forces/defense personnel/uniformed personnel)

Note : In case of military services. Please fill in the attached proforma:

- b. Employer's sponsor's details (in Pakistan/abroad *(if applicable)*)
 c.

(Telephone Number)

Name	Address	Home	Office	Cellular	Email address

xv. **DETAILS OF JOBS HELD IN THE PAST:**

- a. Designation _____ b. Department _____
 c. Duration (from-to) _____ d. Duties _____
 e. Address & Phone No. _____
 f. Name, address and contact numbers of immediate boss/head and any other colleague, (use extra sheet if required):

- xvi. Are you applying visa from a third country? Yes No
 If yes, please provide copy of Residence/Work Permit of that country

7. **SECTION-II (FAMILY DETAILS)**

- i. Name of mother _____ ii. Nationality of mother _____
 iii. Name of father _____ iv. Nationality of father _____
 v. Spouse details:
 Name _____ Nationality _____
 Date and place of birth _____
 Profession: _____
 Name, address and contact number of employer of spouse (if any) _____

- vi. Do you have any children? Yes No
 If yes, please provide details for each of your child.

Name	Date of birth

vii. Please list any of accompanying person / family member (including children) travelling with you to Pakistan.

Full Name	Date of Birth	Passport No. (if any)	Address

viii. Do you have any bank account in Pakistan Yes No

Bank Name	Branch	A/C Number	Address	Verifier details

8. **TRAVEL HISTORY:**

i. Have you ever visited Pakistan during last five years? Yes No if yes, please provide details:

Date	Destination/Address	Purpose	Duration
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

ii. Details of other countries visited, during last two years:

Date	Destination/Address	Purpose	Duration
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

- iii. Have you ever been refused a visa for any country, including Pakistan? Yes No
- iv. Have you ever been refused entry on arrival to Pakistan? Yes No
If yes, please provide tails of refusal.

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- v. Have you ever been deported, removed or otherwise required to leave any country, including Pakistan? Yes No If yes, please provide details.

Date	Country	Reason	Reference Number (for Pakistan)

- vi. Do you have any criminal convictions or charged in any country? Yes No If yes, please provide details.

Date	Country	Offence	Sentence

DECLARATION:

I declare that the information given in this form is correct to the best of my knowledge and belief and if any of the particulars furnished above are found to be incorrect or withheld the visa is liable to be rejected/cancelled at any time

Date _____

(Signature of Applicant)

**PROCESSING CERTIFICATE
(FOR OFFICIAL USE – NOT TO BE FILLED BY APPLICANT)**

1. Date of receipt of visa application _____
2. Registration No. _____
3. Visa fee received _____
4. Additional documents received _____

a. _____ b. _____
c. _____ d. _____

5. Particulars of official who checked the visa form for its corrections and supporting documents:

Name: _____ Designation: _____
Date: _____ Signature: _____

6. Details of clearance received from Ministry of Interior.

No. _____ Date: _____

7. Decision of office Incharge:

a. Accepted b. Regretted
c. Type of visa issued: _____
d. Duration: _____
e. Single Entry f. Multiple Entry
g. No. of entries: _____

Date: _____

(Signature of Visa Issuing Authority)



Embassy of Pakistan
3517 International Court N.W
Washington D.C. 2008
Tel: 202-243-6500
Fax: 202-686-1534

NAME: _____

JOB TITLE: _____

COMPANY: _____

CONTACT INFORMATION:

ADDRESS: _____

TELE: _____

E-MAIL: _____

WEB SITE: _____

NATURE OF BUSINESS

IN PAKISTAN: _____

**PURPOSE OF
CURRENT VISIT:** _____

**CONTACT DETAILS OF
LOCAL PARTNER (IF ANY):** _____

