



# 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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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PAKISTAN TOURIST 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>
COVER LETTER:	<u>1</u>	DRIVER LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>IF AVAILABLE</u>	COVER LETTER:	<u>1</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>\$124.00</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: 09-06-2010 (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**



- 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.

--

- 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)