



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__



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QATAR BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-TYPED</u>
PASSPORT SIZE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</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: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</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
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

COMMENTS: IF TRAVELING TO QATAR TO FULFILL ANY ASPECT ASSOCIATED WITH THE MILITARY, THE CONSULATE WILL BE REQUIRED TO GET AUTHORIZATION TO ISSUE THE VISA. YOU CAN EXPECT THE PROCESS TO TAKE 2 TO 3 WEEKS, POSSIBLY LONGER, TO RECEIVE THE APPROVAL. THE CONSULATE RECOMMENDS THAT YOU DO NOT BUY YOUR AIR LINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

RE VISED: 12-5-2015 (JEN)

Specializing in Visas, Passports, Document Legalization and Translations



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QATAR

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

THE QATAR EMBASSY ADVISED THAT AN ENTRY VISA CAN BE ISSUED ON ARRIVAL AT THE DOHA AIRPORT FOR STAYS OF UP TO 3 WEEKS (CAN BE EXTENDED IN QATAR). THEY DO RECOMMEND THAT IF TIME ALLOWS YOU SHOULD GET YOUR VISA ISSUED PRIOR TO DEPARTURE AS TO AVOID ANY DELAYS BY HAVING YOUR VISA ISSUED ON ARRIVAL.

BUSINESS VISA:

- 1.) U.S. PASSPORT
 - MUST HAVE AT LEAST 1 BLANK VISA PAGE
 - MUST HAVE MINIMUM OF 1 YEAR REMAINING VALIDITY
- 2.) TWO (2) PASSPORT-SIZE PHOTOGRAPHS (2x2)
- 3.) ONE (1) COMPLETED TYPED APPLICATION FORM
- 4.) COMPANY LETTER OF GUARANTEE (IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA BE SURE THE COMPANY LETTER REQUESTS ONE ACCORDINGLY)
- 5.) COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE:

<u>NUMBER OF ENTRIES</u>	<u>LENGTH OF VALIDITY</u>	<u>FEE</u>
SINGLE	90 DAYS	\$55.00
MULTIPLE	1 YEAR	\$160.00

VALIDITY: THE SINGLE ENTRY VISAS ARE VALID FOR A STAY FOR UP TO 30 DAYS. THE MULTIPLE ENTRY VISAS ALLOW THE TRAVELER TO STAY UP TO 180 DAYS PER VISIT. THE LENGTH OF VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE EVALUATION.

ATTENTION: IF TRAVELING TO QATAR TO FULFILL ANY ASPECT ASSOCIATED WITH THE MILITARY THE CONSULATE WILL BE REQUIRED TO GET AUTHORIZATION FROM THEIR MINISTRY OF FOREIGN AFFAIRS BEFORE THEY CAN ISSUE THE VISA. YOU CAN EXPECT THE PROCESS TO TAKE 2 TO 3 WEEKS, POSSIBLY LONGER, TO RECEIVE THE APPROVAL. THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE THE AIR LINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 12-5-2015 (JENN)



إستمارة طلب تأشيرة دخول
Entry Visa Application Form

يرجى لصق الصورة وعدم التثبيت
Paste up the photo, not to be pinned



لا تكون خلفية الصورة بيضاء
Background of the photo should not be white

Surname Given Name(s) الاسم الكامل

Nationality Passport No. رقم جواز السفر : الجنسية :

Date of Issue Date of Expiry تاريخ الإصدار : تاريخ الإنتهاء :

Date & Place of Birth Profession تاريخ ومكان الميلاد : المهنة :

Previous Nationality Marital Status الجنسية السابقة : الحالة الإجتماعية :

Purpose of Visa Official Business Tourist الغرض من التأشيرة : رسمية رجال الأعمال سياحية

Residents of GCC countries Accompanying GCC nationals مقيمى دول مجلس التعاون مرافقي مواطني دول مجلس التعاون

Transit Reissuing of Visa Number مرور إعادة إصدار للتأشيرة رقم :

Visit : زيارة :

❖ Tourist Common [Period one month]

❖ سياحية مشتركة [لمدة شهر]

State of Qatar & Sultanate of Oman

دولة قطر وسلطنة عمان

Single entry [Duration of stay] لسفرة واحدة [مدة الإقامة :

Multiple [Duration of each stay] متعددة السفرات [مدة الإقامة لكل سفرة :

Visa Validity Three months Six months One year صلاحية التأشيرة : ثلاثة اشهر ستة اشهر سنة

Two years Three years Five years Ten years سنتان ثلاث سنوات خمس سنوات عشر سنوات

Dependants Included in the Passport المرافقون ضمن الجواز :

Present Address & Telephone العنوان الحالي ورقم الهاتف :

Destination's Address & Telephone عنوان الجهة المقصود زيارتها :

Applicants Signature Date توقيع مقدم الطلب : التاريخ :

Important : See visa requirments in the back. هام : انظر لمتطلبات الحصول على التأشيرة بالخلف...

(For Official Use Only للاستخدام الرسمي فقط)

Date التاريخ :

Not Approved غير موافق [..... موافق Approved [المرجع :

توقيع Visa

رقم

المسؤول القنصلي Number

التأشيرة



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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 **(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!