



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#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

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: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: QATAR BUSINESS VISA

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>\$3.00</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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 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 IF NOT LONGER TO RECEIVE THE APPROVAL. THE CONSULATE RECOMMENDS THAT YOU DON'T BUY YOUR AIR LINE TICKETS UNTIL THE PASSPORT AND VISA HAVE BEEN ISSUED.

REVISED: 09-22-2011 (KS)

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 30 DAYS. 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.

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1 YEAR VALIDITY)
- 2.) (2) TWO PASSPORT-SIZE PHOTOGRAPHS (2x2) WITH AN OFF-WHITE BACKGROUND (PREFERABLY GRAY)
- 3.) (1) ONE COMPLETED TYPED APPLICATION FORM (APPLICATIONS MUST BE TYPED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$28.00 (SINGLE ENTRY)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1-YEAR VALIDITY)
- 2.) (2) TWO PASSPORT-SIZE PHOTOGRAPHS (2x2) WITH AN OFF-WHITE BACKGROUND (PREFERABLY GRAY)
- 3.) (1) ONE COMPLETED TYPED APPLICATION FORM (APPLICATIONS MUST BE TYPED)
- 4.) A COMPANY LETTER OF GUARANTEE (IF YOU ARE APPLYING FOR A MULTIPLE ENTRY VISA YOU WILL NEED TO MENTION IT IN THE LETTER)
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE: \$55.00 (SINGLE ENTRY)
\$132.00 (MULTIPLE ENTRY)

VALIDITY: THE SINGLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 30 DAYS AND THE MULTIPLE ENTRY VISAS ARE VALID FOR ONE (1) YEAR AND CAN STAY UP TO 30 DAYS PER VISIT.

CONTINUED...



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NOTE: THE PHOTOS THAT COME TO OUR OFFICE WITH A WHITE BACKGROUND WILL CAUSE A ONE DAY DELAY BECAUSE WE WILL HAVE TO SCAN, FIX AND THEN PRINT NEW ONES (\$25.00 ADDITIONAL SERVICE FEE WILL APPLY).

ATTENTION: 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 IF NOT LONGER TO RECEIVE THE APPROVAL. THE CONSULATE RECOMMENDS THAT YOU DON'T BUY YOUR AIR LINE TICKETS UNTIL THE PASSPORT AND VISA HAVE BEEN ISSUED.

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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!



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