



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

ATTENTION:

THE SAUDI CONSULATE HAS VERY SPECIFIC GUIDELINES FOR EACH TYPE OF VISA THEY OFFER. TO ENSURE THAT WE ARE ABLE TO PROVIDE THE MOST ACCURATE INFORMATION AND ASSISTANCE. IF IN DOUBT AS TO WHAT TYPE PLEASE FORWARD A COPY OF THE APPROVAL/ADVISE SLIP RECEIVED FROM SAUDI ARABIA TO OUR OFFICE BY EMAIL OR FAX SO THAT WE CAN VERIFY WHAT TYPE OF VISA IS BEING REQUESTED AND SO THAT WE CAN BE SURE WE PROVIDE THE CORRECT LIST OF INSTRUCTION.

THE MOST COMMON VISAS ISSUED BY THE SAUDI ARABIA EMBASSY/CONSULATE ARE AS FOLLOWS:

TYPE OF VISA	ARABIC TRANSLATION	DESCRIPTION
BUSINESS ("COMMERCIAL")	زيارة تجارية	SHORT TERM VISA ISSUED TO BUSINESSMEN, INVESTORS, REPRESENTATIVES OF U.S. COMPANIES, MANAGERS, SALES REPRESENTATIVES, ETC. NO EMPLOYMENT PERMITTED.
WORKING VISIT VISA	زيارة عمل	SHORT TERM VISA FOR TEMPORARY WORK PURPOSES, TYPICALLY NON-BUSINESS.
FAMILY VISIT VISA	زيارة عائلة	SHORT TERM VISA ISSUED TO FAMILY MEMBERS OF THE EMPLOYMENT VISA HOLDER WHO WILL BE WORKING IN OR ALREADY RESIDES IN SAUDI ARABIA. DOES NOT PERMIT APPLICANT TO RESIDE IN SAUDI OR HOLD EMPLOYMENT.
EMPLOYMENT/WORK VISA (BLOCK)	عمل	LONG-TERM VISA ISSUED FOR EMPLOYMENT BY SAUDI ARABIAN COMPANY.
RESIDENT VISA	إقامة	LONG-TERM VISA ISSUED TO FAMILY MEMBERS OF THE EMPLOYMENT VISA HOLDER WHO WILL BE WORKING IN OR ALREADY RESIDES IN SAUDI ARABIA. DOES NOT PERMIT APPLICANT TO WORK IN SAUDI.
GOVERNMENT VISIT VISA	زيارة حكومية	SHORT TERM VISA ISSUED WITH APPROVAL DIRECTLY FROM THE GOVERNMENT. NO VISA FEE, VISA REQUIREMENTS SIMILAR TO "BUSINESS" VISA.

VERIFYING THE TYPE OF VISA REQUESTED WILL HELP ENSURE THERE ARE NO DELAYS IN PROCESSING, SO IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE TYPE OF VISA YOU WILL NEED, PLEASE CONTACT OUR OFFICE FOR FURTHER GUIDANCE.

THANKS,

VIP PASSPORT SERVICES, INC.

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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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SAUDI ARABIA BUSINESS (زيارة تجارية) VISA U.S PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID SIGNED PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
US COMPANY LETTER:	<u>1</u>	RELEASE LETTER:	<u>1</u>
COPY OF OFFICIAL INVITE:	<u>1</u>	DECLARATION:	<u>1</u>
U.S. COMPANY REGISTRATION:	<u>N/A</u>	KSA COMPANY REGISTRATION:	<u>N/A</u>

OTHER: BE SURE TO SEND A COPY OF THE ONLINE APPLICATION CONFIRMATION-SEE NEXT PAGE FOR MORE DETAILED INFORMATION.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE:	<u>\$110.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>COMPLETE ONLINE APPLICATION</u>	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (NY OR CA PROCESSING)	<u> </u>
*ADD RETURN FEDEX 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: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED BY THE NEW YORK OR LOS ANGELES CONSULATE (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IF YOU WOULD LIKE FOR THE APPLICATION TO BE SUBMITTED THE SAME DAY IT IS RECEIVED, PLEASE SEND YOUR PACKAGE BY A COURIER THAT OFFERS 8:00A.M. EARLY MORNING DELIVERY.

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SAUDI ARABIA BUSINESS - فيارتج ابية

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1.) **SIGNED U.S. PASSPORT**

- VALID FOR A MINIMUM OF 6 MONTHS
- MUST HAVE TWO SIDE-BY-SIDE BLANK VISA PAGES

2.) **TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)**

- RECENT – TAKEN WITHIN THE LAST 6 MONTHS
- WHITE BACKGROUND
- DARK SHIRT (TO SHOW CONTRAST)

3.) **ONE COMPLETED APPLICATION*** (IF THE HARD COPY OF THE APPLICATION IS NOT COMPLETED IN ITS ENTIRETY, IT COULD CAUSE A DELAY IN THE VISA PROCESS). *THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS WITH WHITE-OUT OR OTHER HAND-MADE CORRECTIONS. PLEASE BE SURE TO USE OUR TIPS ON COMPLETING THE APPLICATION TO HELP ENSURE THERE ARE NO DELAYS IN SUBMISSION AND/OR PROCESSING. **PLEASE REFER TO THE NEXT PAGES FOR THE APPLICABLE FORMS FOR EACH EMBASSY/CONSULATE LOCATION.***

4.) **SIGNED DECLARATION-(1ST PAGE OF THE APPLICATION)**

5.) **COPY OF THE ONLINE CONFIRMATION**-IF WE RECEIVE A VISA REQUEST WITHOUT A COPY OF THE ONLINE APPLICATION CONFIRMATION, VIP WILL COMPLETE THIS PROCESS ON THE APPLICANT'S BEHALF AND CHARGE AN ADDITIONAL \$30.00 SERVICE FEE IN ADDITION TO THE \$10.50 ONLINE FEE**

DUE TO THE EXTREME SENSITIVITY OF THE CONSULATE AS TO HOW THE ONLINE APPLICATION IS COMPLETED, WE RECOMMEND THAT THE APPLICANT AUTHORIZE VIP TO COMPLETE THE ONLINE APPLICATION ON THEIR BEHALF TO ENSURE THAT IT IS COMPLETED CORRECTLY AND THAT THERE ARE NO DELAYS IN PROCESSING (\$30.00 FEE).

IF THE APPLICANT PREFERS TO COMPLETE THE ONLINE APPLICATION, [CLICK HERE](#) TO COMPLETE THE REQUIRED APPLICATION AND **PAY THE \$10.50 ONLINE APPLICATION FEE, IN ADDITION TO THE CONSULATE VISA FEE OF \$110.00**

6.) **COMPANY LETTER OF GUARANTEE*** (FROM THE U.S. EMPLOYER)

7.) **COPY OF THE OFFICIAL ELECTRONIC INVITATION** FROM THE SAUDI MINISTRY OF FOREIGN AFFAIRS WITH THE SEAL FROM THE SAUDI CHAMBER OF COMMERCE

8.) **RELEASE LETTER**

9.) **COPY OF THE TRAVEL ITINERARY** (IF AVAILABLE)

CONTINUE →



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INVITATION LETTER:

- THE REQUIREMENTS LISTED ABOVE, AND BELOW, ARE ALSO APPLICABLE IF THE INVITATION IS REQUESTING A WORK VISIT VISA (زيارة عمل)
- IF THE APPLICANT IS A PILOT OR A CREW MEMBER ON A PRIVATE AIRCRAFT THE CONSULATE WILL WANT THE INVITATION TO BE APPROVED BY THE MINISTRY OF FOREIGN AFFAIRS (NOT THE CHAMBER) AND WILL NEED TO SUBMIT A COPY OF THE VISA ADVISE SLIP ALONG WITH A COPY OF THEIR CREW ID BADGE AND OR A COPY OF THEIR PILOT'S/PROFESSIONAL LICENSE.
- IF THE APPLICANT IS A FEMALE THE CONSULATE WILL WANT THE INVITATION TO BE APPROVED BY THE MINISTRY OF FOREIGN AFFAIRS (NOT THE CHAMBER) AND WILL NEED TO SUBMIT A COPY OF THE VISA ADVISE SLIP.
- APPLICANTS THAT HAVE BEEN INVITED BY A SAUDI GOVERNMENT OWNED COMPANY SUCH AS SAUDI ARAMCO, SABIC AND SAUDI ARABIAN AIRLINES THE CONSULATE WILL NOT REQUIRE THE INVITATIONS TO BE CERTIFIED BY THE MINISTRY OF FOREIGN AFFAIRS OR FROM THE CHAMBER OF COMMERCE IN SAUDI.

***SPECIAL PROCESSING NOTES:** IF THE INVITATION IS ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK, PLEASE MAKE NOTE OF THE FOLLOWING REQUIREMENTS:

- U.S. COMPANY LETTER MUST BE NOTARIZED
- U.S. COMPANY LETTER WILL NEED THE CORPORATE SEAL PLACED NEXT TO THE SIGNATURE
- YOU WILL NEED TO COMPLETE A NEW YORK APPLICATION ([CLICK HERE](#)).
- INVITATION MUST BE ACCOMPANIED BY THE CERTIFICATE OF REGISTRATION
- U.S. LETTER MUST BE ACCOMPANIED BY THE CERTIFICATE OF INCORPORATION

****SPECIAL PROCESSING FEES:**

- THE COST OF ONLINE APPLICATIONS FOR VISAS BEING PROCESSED IN NEW YORK AND WASHINGTON D.C. ARE \$50.00 VIP SERVICE FEE AND THE \$10.50 ONLINE FEE.
- ANY APPLICATIONS PROCESSED THROUGH NEW YORK OR LOS ANGELES, CALIFORNIA WILL BE SUBJECT TO A \$20.00 SPECIAL HANDLING FEE.
- IF A HANDWRITTEN APPLICATION RECEIVED IS NOT COMPLETE, IT WILL BE COMPLETED ON THE APPLICANT'S BEHALF (*IF ALL NECESSARY INFORMATION IS AVAILABLE*) FOR AN ADDITIONAL \$10.00 FEE. PLEASE BE SURE TO FOLLOW THE INSTRUCTIONS

VALIDITY: THE CONSULATE WILL NORMALLY ISSUE THE COMMERCIAL BUSINESS VISA VALID FOR UP TO 1825 DAYS AND WILL ALLOW MULTIPLE ENTRIES FOR A STAY UP TO 6 MONTHS PER ENTRY-THE LENGTH OF STAY AND FOR HOW LONG THE VISA IS VALID IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

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SAUDI CONSULATE LOCATIONS

EACH APPLICANT'S INVITATION INDICATES WHERE IT WILL BE PROCESSED. IF YOU ARE UNSURE AS TO WHERE YOURS WILL BE PROCESSED, PLEASE EMAIL OR FAX A COPY OF YOUR INVITATION TO OUR OFFICE AND WE WILL ADVISE WHICH APPLICATION YOU WILL NEED TO SUBMIT.

SAUDI ARABIA EMBASSY/CONSULATE LOCATIONS	
ENGLISH	ARABIC
HOUSTON	هيوستن
WASHINGTON, DC	واشنطن
NEW YORK	نيويورك

***IF YOUR INVITATION INDICATES A LOCATION OTHER THAN THE ONES LISTED ABOVE, PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION**

HOUSTON CONSULATE

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN HOUSTON.

NEW YORK CONSULATE

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK.

WASHINGTON, D.C. EMBASSY

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA EMBASSY IN WASHINGTON, D.C.

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: SAUDI ARABIA

(PLEASE DO NOT ATTENTION THIS LETTER TO VIP SERVICES)

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS **(PROFESSION/JOB TITLE)** FOR **(COMPANY NAME)**. MR. / MRS.
(TRAVELER) PLANS TO VISIT **(CITY IN SAUDI)** FOR THE PURPOSE OF **(DETAILED
EXPLANATION OF TRIP)** WITH **(COMPANY IN SAUDI TO BE VISITED)**.

APPLICANTS NAME:

PASSPORT NUMBER:

PASSPORT DATE OF ISSUE:

NATIONALITY:

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

SUPERVISOR NAME

SUPERVISOR'S POSITION/JOB TITLE

*****PLEASE BE SURE THE COMPANY LETTER IS VERY DETAILED AND
FOLLOWS THE FORMAT PROVIDED. ANY LETTERS THAT ARE NOT DETAIL
AND/OR DO NOT FOLLOW THE ABOVE FORMAT MAY INCUR A DELAY IN
PROCESSING*****



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RELEASE LETTER

DEAR CONSULATE OF SAUDI ARABIA,

I, _____, AUTHORIZE YOUR OFFICE TO DISCUSS THE STATUS OF AND THE RELEASE OF MY PASSPORT TO: STEPHEN LEIGHTON, DAN THE DURAN, ISRAEL GONZALES, PAUL HOLROYD, ERIK ROMERO, RUBEN JALAMO OR ANY REPRESENTATIVE OF VIP PASSPORT SERVICES, INC., MY AGENT IN PROCESSING MY VISA APPLICATION FOR SAUDI ARABIA.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: _____ DATE: _____

DATE OF ENTRY INTO SAUDI ARABIA: _____

*I WILL ENTER INTO SAUDI VIA AIR OR LAND: _____

DATE OF DEPARTURE FROM THE U.S.A.: _____

***APPLICATIONS PROCESSED VIA THE HOUSTON CONSULATE WILL TYPICALLY ALLOW THE APPLICANT TO ENTER SAUDI VIA AIR OR LAND. APPLICATIONS PROCESSED VIA NEW YORK, DC OR LOS ANGELES WILL TYPICALLY ALLOW ENTRY ONLY VIA THE AIRLINES.**