



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
COMMERCE ("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 WORK (BLOCK) VISA U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>5</u>	DECLARATION:	<u>1</u>
SIGNED EMPLOYMENT CONTRACT:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
TALENTWISE (HOUSTON ONLY):	<u>1</u>	KSA CERT. OF REGIST:	<u>1-COPY</u>
QUALIFICATION CREDENTIALS:	<u>1</u>	VISA ADVICE SLIP:	<u>1</u>
LETTER OF SPONSORSHIP	<u>1</u>	RELEASE LETTER:	<u>1</u>
MEDICAL & LAB REPORT:	<u>1</u>	POLICE LETTER:	<u>1</u>

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS REGARDING
REQUIRED DOCUMENTS.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE:	<u> </u>
MONEY ORDER:	<u> </u>
** <input type="checkbox"/> TALENTWISE BACKGROUND CHECK (RECOMMEND)	<u> </u>
OTHER FEES: ONLINE APPLICATION (RECOMMENDED)	<u> </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: 4 TO 7 DAYS

IF YOU ARE REQUESTING THAT VIP APPLY FOR THE TALENTWISE BACKGROUND CHECK, THERE WILL BE AN ADDITIONAL 1-2 BUSINESS DAYS ADDED TO PROCESSING TIME.

COMMENTS: _____

REVISED: 26/3/4239*UFN+

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SAUDI ARABIA WORK (BLOCK) VISA

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) **SIGNED U.S. PASSPORT**
 - MUST BE VALID FOR THE LENGTH OF THE EMPLOYMENT CONTRACT
 - MUST HAVE TWO SIDE BY SIDE BLANK VISA PAGES
- 2.) **FIVE PASSPORT-TYPE PHOTOGRAPHS (2x2)**
 - 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** (PAGE 1 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 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.***
- 6.) **VISA ADVICE SLIP** - THE COPY OF THE OFFICIAL BLOCK VISA ADVICE SLIP SHOWS THE POSITIONS THAT ARE AVAILABLE TO BE FILLED ON THE BLOCK AND IS ISSUED BY THE MINISTRY OF FOREIGN AFFAIRS IN SAUDI
- 7.) **THE ORIGINAL EMPLOYMENT CONTRACT** FROM THE SPONSORING COMPANY IN SAUDI ARABIA THAT HAS BEEN STAMPED BY THE CHAMBER OF COMMERCE AND BY THE MINISTRY OF FOREIGN AFFAIRS AND SIGNED BY BOTH PARTIES. THE POSITION MENTIONED IN THE CONTRACT SHOULD MATCH THE POSITION MENTIONED IN THE BLOCK VISA ADVICE SLIP
- 8.) **COPY OF COMPANY REGISTRATION CERTIFICATE OF INVITING COMPANY (IN SAUDI ARABIA)**
- 9.) **RELEASE LETTER** THAT AUTHORIZES THE RELEASE OF THE PASSPORT BACK TO VIP ONCE THE VISA HAS BEEN ISSUED

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10.) QUALIFICATION CREDENTIALS -THE CONSULATE/EMBASSY WILL REQUIRE THAT YOU SUBMIT CERTIFIED COPIES OF YOUR CREDENTIALS SHOWING YOU ARE QUALIFIED TO ACCEPT THE POSITION AS LISTED IN YOUR CONTRACT. YOU WILL NEED TO SUBMIT THE FOLLOWING DOCUMENTS:

- IF YOU HAVE ACCEPTED A DEGREED POSITION YOU WILL NEED TO SUBMIT A COPY OF YOUR COLLEGE DEGREE OR DIPLOMA THAT HAS BEEN AUTHENTICATED/CERTIFIED BY THE SAUDI ARABIAN CULTURAL MISSION-IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR YOUR DEGREE TO BE AUTHENTICATED/CERTIFIED BY THE SAUDI ARABIAN CULTURAL MISSION THEN PLEASE [CLICK HERE](#) FOR THE INSTRUCTIONS AND THE FEES
- IF YOU HAVE ACCEPTED A NON DEGREED POSITION THEN YOU WILL NEED TO SUBMIT YOUR RESUME (CV) AND A COPY OF YOUR JOB TRAINING CERTIFICATES AND OR TECHNICAL DIPLOMAS-THE CONSULATE WILL REQUIRE THESE DOCUMENTS TO BE LEGALIZED. IF YOU NEED VIP TO ARRANGE FOR THESE DOCUMENTS TO BE LEGALIZED PLEASE GIVE OUR OFFICE A CALL SO WE CAN DISCUSS THE DETAILS

11.) LETTER OF SPONSORSHIP: ORIGINAL LETTER FROM THE COMPANY IN SAUDI ARABIA SPONSORING THE APPLICANT, CERTIFIED BOTH BY THE SAUDI CHAMBER OF COMMERCE AND BY THE MINISTRY OF FOREIGN AFFAIRS. THIS LETTER MUST INDICATE THE BLOCK VISA NUMBER AND DATE AS WELL AS THE POSITION AND NAME OF THE APPLICANT. IF THIS LETTER IS BEING SUBMITTED THROUGH A VISA SERVICE AGENCY, THEN ATTACHED TO THE LETTER SHOULD BE AN AUTHORIZATION FROM THE COMPANY ALLOWING THE AGENCY TO FINALIZE ALL THE REQUIREMENTS TO OBTAIN THE VISA, BLOCK VISA NUMBER AND DATE.

- APPLICATIONS BEING PROCESSED IN THE NEW YORK OR WASHINGTON D.C. CONSULATE WILL ALSO NEED TO SUBMIT A COPY OF THE WAKALA OR THE TAFWEED (THIS IS THE ELECTRONIC POWER OF ATTORNEY AUTHORIZING OUR COMPANY TO PROCESS THE APPLICATION).

12.) MEDICAL REPORT - THE MEDICAL REPORT MUST BE ISSUED BY A LICENSED PHYSICIAN WHO MUST SIGN AND CERTIFY THE APPLICANT IS FREE OF ANY CANTAGIOUS DISEASE-THE LICENSE NUMBER AND THE ADDRESS AND PHONE SHOULD BE PRESENT. THE VISA OFFICER LIKES THE INFORMATION TO BE BOTH HAND WRITTEN AND RUBBER STAMPED ON THE BOTTOM RIGHT CORNER. THE MEDICAL REPORT MUST BE USED WITHIN THREE (3) MONTHS FROM THE DATE OF ISSUANCE. A COPY IS ACCEPTED HOWEVER IT MUST BE A CLEAR COPY FREE OF ANY BLEMISHES.

13.) LAB REPORT - REQUESTED BY THE DOCTOR TO ENABLE HIM TO COMPLETE THE MEDICAL REPORT (*HIV AND HEPATITIS A/B/C RESULTS MUST SHOW A NEGATIVE OR NON-REACTIVE RESULT. HEPATITIS A IS ONLY REQUIRED WHEN THE VISA IS BEING PROCESSED THROUGH THE EMBASSY IN WASHINGTON D.C.*). THE COPY OF THE LAB REPORT MUST BE A CLEAR COPY FREE OF ANY BLEMISHES.

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- 14.) **POLICE CLEARANCE LETTER**-LISTING IN DETAIL THE APPLICANTS CRIMINAL RECORD (IF ANY)-ISSUED BY THE LOCAL POLICE DEPARTMENT THAT HAS JURISDICTION OVER THE ADDRESS LISTED ON THE APPLICANTS DRIVER'S LICENSE-THE LETTER NEEDS TO BE PRINTED ON THE LETTERHEAD OF THE ISSUING POLICE DEPARTMENT AND SHOULD BE SIGNED WITH PEN IN HAND BY THE OFFICER IN CHARGE-THE POLICE LETTER MUST BE USED WITHIN 90 DAYS FROM THE DATE OF ISSUE.

HOUSTON CONSULATE: THE CONSULATE IN HOUSTON PREFERS THAT IN LIEU OF A POLICE CLEARANCE LETTER THE APPLICANT PROVIDE A CRIMINAL BACKGROUND CHECK THROUGH TALENTWISE. IF YOU WOULD LIKE VIP TO ARRANGE FOR YOUR BACKGROUND CHECK THERE WILL BE AN ADDITIONAL FEE OF \$117.40 (\$79.90 TALENTWISE FEE AND \$37.50 VIP PROCESSING FEE)

CLICK HERE IF YOU WOULD LIKE VIP TO REQUEST THE BACKGROUND CHECK ON YOUR BEHALF

- 15.) **COPY OF THE TRAVEL ITINERARY** (IF AVAILABLE)

VALIDITY: ONCE THE CONSULATE OR EMBASSY ISSUES THE WORK BLOCK VISA THE APPLICANT WILL HAVE TO MAKE ENTRY INTO THE KINGDOM WITHIN 90 DAYS FROM THE DATE THE VISA IS ISSUED.

SPECIAL PROCESSING FEES: THE COST OF ONLINE APPLICATIONS FOR VISAS BEING PROCESSED IN NEW YORK AND WASHINGTON D.C. ARE \$50.00 SERVICE FEE AND THE \$10.50 ONLINE FEE.

NO OBJECTION CERTIFICATES: IF THE APPLICANT IS OVER THE AGE OF 60 THE CONSULATE WILL CONSIDER ISSUING THE VISA IF THE APPLICANT CAN ALSO SUBMIT A LETTER (NOC) FROM THE SAUDI EMPLOYER ACKNOWLEDGING THE APPLICANTS AGE AND DETAILING THE IMPORTANCE OF ISSUING THE VISA ETC .

OFFICIAL FINAL EXIT CERTIFICATE: IF THE APPLICANT HAS PREVIOUSLY BEEN EMPLOYED IN SAUDI ARABIA BY A DIFFERENT EMPLOYER, THE CONSULATE WILL REQUIRE THAT WE SUBMIT A COPY OF THE OFFICIAL FINAL EXIT CERTIFICATE FROM THEIR PREVIOUS EMPLOYER.

REVISED: 04-18-2017 (SDL)

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	هيوسطن
WASHINGTON, DC	واشنطن
NEW YORK	نيويورك

***IF YOUR INVITATION/CONTRACT/VISA ADVICE SLIP 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

- THE BLOCK VISA AUTHORIZATION FROM THE MINISTRY IN SAUDI MUST BE ON FILE WITH THE CONSULATE PRIOR TO SUBMITTING THE APPLICATION.

NEW YORK CONSULATE

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

- THE BLOCK VISA AUTHORIZATION FROM THE MINISTRY IN SAUDI MUST BE ON FILE WITH THE CONSULATE PRIOR TO SUBMITTING THE APPLICATION.

WASHINGTON, D.C. EMBASSY

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

- THE BLOCK VISA AUTHORIZATION FROM THE MINISTRY IN SAUDI MUST BE ON FILE WITH THE SAUDI EMBASSY IN WASHINGTON, D.C PRIOR TO SUBMITTING THE APPLICATION.

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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.**



MEDICAL REPORT

PHOTO

NAME: _____

NATIONALITY:	SEX:	AGE:	MARITAL STATUS:
PASSPORT NO:	ISSUE PLACE:	ISSUE DATE:	
POSITION APPLIED FOR:			

DEAR SIR / MADAM
PLEASE, ARRANGE TO EXAMINE THE ABOVE MENTIONED CANDIDATE AS TO HIS/HER FITNESS FOR THE ABOVE MENTIONED POSITION.

DATE ___/___/___ RECRUITMENT ATTACHE/OR DOCTOR: _____

HISTORY OF ANY SIGNIFICANT PAST ILLNESS INCLUDING:

- PSYCHIATRIC AND NEUROLOGICAL DISORDERS (EPILEPSY, DEPRESSION...)
- ALLERGY

MEDICAL EXAMINATION				LABORATORY INVESTIGATION		
TYPE OF MEDICAL EXAMINATION		NEGATIVE\ NORMAL	POSITIVE\ ABNORMAL	TYPE OF LABORATORY INVESTIGATION	NEGATIVE\ NORMAL	POSITIVE\ ABNORMAL
VISION				(URINE)		
	R. EYE					- SUGAR
	L. EYE					- ALBUMIN
EYE	OTHER					- BILHARZIASIS
	R. EYE					- OTHER
	L. EYE					
EAR	R. EAR			(STOOL)		
	L. EAR					- HELMINTHES
CHEST X - RAY						- SALMONELLA/SHIGELLA
PULMONARY TUBERCULOSIS						- V.CHOLERA
(SYSTEMIC EXAMINATION)						- OTHER
BLOOD PRESSURE				(BLOOD)		
HEART						- HEMOGLOBIN
LUNGS						- MALARIA FILM
ABDOMEN						- OTHERS
(OTHERS)				(SEROLOGY)		
*HERNIA						- HIV TEST
*VARICOSE VEINS						
EXTREMITIES						- F. B. S.
SKIN						- HBSAG/ANTI HCV
(VENEREAL DISEASES)						- L. F. T.
- CLINICAL						- CREATININE
- LAB						- UREA
VDRL						
TPHA				PREGNANCY TEST		

CONFIRM IF THE APPLICATION HAS ONE OF THE FOLLOWING:	NO	YES
COMMUNICABLE DISEASES		
MENTAL DISORDER		
MENTAL RETARDATION		
PHYSICAL DISORDERS		
HANDICAP		
PARALYSIS		
BLINDNESS		
HEARING DISORDER		
SPEECH DISORDER		

MENTIONED ABOVE IS THE MEDICAL REPORT FOR MR / MRS / MISS _____, WHO IS
 FIT UNFIT FOR THE ABOVE MENTIONED JOB.
 - TO BE FIT, ALL MEDICAL EXAMINATIONS AND LABORATORY INVESTIGATIONS MUST BE WITHIN NORMAL LIMITS. IN THE EVENT OF AN ABNORMAL/POSITIVE RESULT, A TYPEWRITTEN LETTER SIGNED BY THE PHYSICIAN STATING THE CONDITION AND ANY TREATMENT IMPLEMENTED. THIS LETTER SHOULD ALSO INDICATE WHETHER THIS CONDITION OR TREATMENT WILL HAVE ANY EFFECT ON THE APPLICANT'S WORK.

PHYSICIAN NAME: _____ SIGNATURE: _____
 LICENSE NUMBER: _____ STAMP: _____

THIS FORM MUST BE ATTESTED BY ONE OF THE TWO FOLLOWING AUTHORITIES:

THIS IS TO CERTIFY THAT DR. _____ LICENSE NUMBER: _____, IS CURRENTLY LICENSED TO PRACTICE MEDICINE. AUTHORIZED SIGNATURE : _____ (1)	DEPARTMENT OF HEALTH (2)
STAMP OR SEAL OF THE STATE AUTHORITY (COLLEGE OF PHYSICIANS)	