

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: vipinfo@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 OF VISA TO SELECT, 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.

*****DO NOT MARK YOUR APPLICATION AS "BUSINESSMEN"! THIS WILL CAUSE A DELAY IN PROCESSING*****

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.

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WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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SAUDI ARABIA FAMILY VISIT VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1
SPONSOR'S IQAMA:	1-COPY	DECLARATION:	1
PROOF OF RELATIONSHIP:	1		

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE:	\$110.00
ONLINE APPLICATION FEE: (SEE NEXT PAGES)	\$10.50
VIP ONLINE APPLICATION REGISTRATION FEE: (SEE NEXT PAGES)	\$50.00
MONEY ORDER:	\$6.00
<input type="checkbox"/> SPECIAL HANDLING FEE: (RUSH PROCESS: LESS THAN 5 DAY PROCESS)	_____
OTHER FEES: (NY OR CA SPECIAL HANDLING FEE - WHEN APPLICABLE)	_____
RETURN SHIPPING FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: **IF YOU WOULD LIKE TO HAVE THE REQUEST SUBMITTED THE SAME DAY IT IS RECEIVED, PLEASE SEND YOUR PACKAGE BY EARLY MORNING DELIVERY TO ARRIVE AT OR BEFORE 8:00A.M.**

REVISED 11-15-2018 JENN

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SAUDI ARABIA FAMILY VISIT PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) **SIGNED U.S. PASSPORT**
 - MINIMUM OF 6 MONTHS VALIDITY REMAINING
 - MUST HAVE TWO (2) SIDE-BY-SIDE BLANK VISA PAGES
- 2.) **TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)**
 - RECENTLY 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-** DUE TO THE **EXTREME** SENSITIVITY OF HOW THE CONSULATE REQUESTS THE REGISTRATION OF THE ONLINE APPLICATION IS COMPLETED, VIP WILL COMPLETE THIS PROCESS ON THE APPLICANT'S BEHALF (ADDITIONAL \$50.00 SERVICE FEE IN ADDITION TO THE \$10.50 ONLINE APPLICATION FEE)
- 6.) **PROOF OF RELATIONSHIP** (PLEASE SUBMIT AT LEAST ONE OF THE FOLLOWING TO VERIFY THE RELATIONSHIP BETWEEN THE APPLICANT AND THE INVITING SPONSOR)
 - **COPY OF MARRIAGE CERTIFICATE** (IF VISITING A SPOUSE)
 - **COPY OF YOUR BIRTH CERTIFICATE** (IF VISITING A PARENT)
 - **COPY OF THEIR GOVERNMENT ISSUED DOCUMENT** THAT SHOWS THE FAMILY RELATION/KINSHIP
- 7.) **COPY OF THE OFFICIAL VISA ADVISE SLIP** (THE VISA ADVISE SLIP IS A NOTE SHOWING THE NUMBER AND THE DATE OF THE VISA ISSUED BY THE MINISTRY OF FOREIGN AFFAIRS OR ANY OF ITS BRANCHES IN JEDDAH OR DAMMAM)
- 8.) **COPY OF IQAMA** (FROM THE FAMILY MEMBER IN SAUDI)
- 9.) **RELEASE LETTER** (SEE PAGE 5)
- 10.) **COPY OF THE TRAVEL ITINERARY** (IF AVAILABLE)
- 11.) **MINOR APPLICANTS** - (UNDER 18 YEARS OF AGE) TRAVELING ALONE OR WITH ONE PARENT MUST SUBMIT A NOTARIZED LETTER OF AUTHORIZATION, IN EITHER ENGLISH OR ARABIC, SIGNED BY BOTH PARENTS OR LEGAL GUARDIANS (SEE EXAMPLE).

VALIDITY: THE CONSULATE CAN ISSUE THE FAMILY VISIT VISA VALID FOR UP TO 1825 DAYS AND WILL ALLOW MULTIPLE ENTRIES FOR A STAY UP TO 6 MONTHS ON EACH ENTRY. THE FAMILY VISIT VISA DOES NOT GRANT THE APPLICANT THE RIGHT TO WORK OR RESIDE IN THE KINGDOM. THE LENGTH OF STAY AND HOW LONG THE VISA IS VALID FOR IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

INVITATION LETTER: IF THE APPLICANT WILL TRAVEL TO SAUDI TO JOIN THEIR FAMILY MEMBER AND RESIDE IN SAUDI ARABIA YOU WILL NEED TO APPLY FOR A RESIDENT VISA (PLEASE SEE THE OTHER SET OF INSTRUCTIONS TITLED SAUDI ARABIA RESIDENT VISA).

REVISED 11-15-2018 JENN

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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	هيوسطن
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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SAUDI ARABIA FAMILY VISIT VISA EXAMPLE OF MINOR AUTHORIZATION FORM

(DATE)

DEAR VISA OFFICER, SAUDI ARABIA CONSULATE GENREAL,

OUR CHILD, (CHILD'S NAME), WILL BE TRAVELING TO SAUDI ON
(DATE OF TRAVEL), ACCOMPANIED BY (NAME OF ACCOMPANYING PARENT),
TO MEET AND VISIT WITH (NAME OF PARENT RESIDING IN SAUDI).
(CHILD'S NAME) WILL BE RETURNING TO THE UNITED STATES ON OR BEFORE
(DATE OF RETURN).

PLEASE ISSUE THE APPROPRIATE FAMILY VISIT VISA TO (NAME OF CHILD).

IF YOU HAVE QUESTIONS, PLEASE FEEL FREE TO CONTACT US AT (ACCOMPANYING
PARENT'S PHONE NUMBER).

REGARDS,

(SIGNATURE OF MOTHER)

(MOTHER'S NAME)

(SIGNATURE OF FATHER)

(FATHER'S NAME)

****IMPORTANT****

PLEASE BE SURE
THAT THIS LETTER IS
SIGNED BY BOTH
PARENTS &
NOTARIZED
ACCORDINGLY!

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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, OSCAR LOPEZ, 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 AIR TRAVEL.