



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 ELECTRONIC RETURNS

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

PLEASE LIST THE EMAIL ADDRESS THE COMPLETED DOCUMENT IS TO BE SENT, IF

DIFFERENT FROM ABOVE: _____

CREDIT CARD INFORMATION:

BILLING INSTRUCTIONS:

CARD#: _____
EXP. DATE: _____ CVV#: _____

YOUR P.O. OR REF#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

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

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN__

Specializing in Visas, Passports, Document Legalization and Translations



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SRI LANKA E-VISA (ETA)

DOCUMENTS REQUIRED:

COPY OF VALID PASSPORT:	<u>1</u>	APPLICATION FORM:	<u>1-COPY</u>
PASSPORT TYPE PHOTO (S):	<u>N/A</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
BANK STATEMENT:	<u>1-COPY</u>	COMPANY LETTER:	<u>N/A</u>

OTHER: ***PLEASE SEE THE NEXT PAGES 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)	_____
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

***RETURN OF THE E-VISA**

THE E-VISA WILL BE EMAILED BACK AS INDICATED ON THE WORK ORDER REQUEST FORM, SO PLEASE BE SURE THAT THE EMAIL ADDRESS LISTED IS CORRECT.

****VISA PROCESSING TIME**

REGULAR PROCESSING TIME: 3 TO 4 DAYS

COMMENTS: _____

REVISED: 12-5-2017 (JENN)



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SRI LANKA E-VISA

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

- 1.) COPY OF VALID PASSPORT
 - MINIMUM OF 6 MONTHS VALIDITY
- 2.) ONE (1) COMPLETED APPLICATION FORM
- 3.) COPY OF MOST RECENT BANK STATEMENT
- 4.) COPY OF TRAVEL ITINERARY
 - MUST SHOW PORTS OF ENTRY AND EXIT IN INDIA
- 5.) CONSULATE FEES:

SAARC COUNTRIES			ALL OTHER COUNTRIES			CHILDREN (ANY NATIONALITY UNDER 12 YRS)
TOURIST <i>(DOUBLE ENTRY, 30 DAYS)</i>	BUSINESS <i>(MULTI- ENTRY, 30 DAYS)</i>	TRANSIT <i>(SINGLE ENTRY, 2 DAYS)</i>	TOURIST <i>(DOUBLE ENTRY, 30 DAYS)</i>	BUSINESS <i>(MULTI- ENTRY, 30 DAYS)</i>	TRANSIT <i>(SINGLE ENTRY, 2 DAYS)</i>	
\$20.00	\$30.00	FREE	\$35.00	\$40.00	FREE	FREE

VALIDITY: E-VISAS ARE VALID FOR UP TO 30 DAYS FROM DATE OF ISSUE. IF YOU WILL BE NEEDING A VISA VALID FOR A STAY OF MORE THAN 30 DAYS, PLEASE CONTACT OUR OFFICE FOR INSTRUCTIONS ON HOW TO APPLY FOR THE VISA PRIOR TO TRAVELING. TO APPLY FOR THE VISA, YOU WILL BE ASKED TO MAKE A PERSONAL APPEARANCE AT THE CONSULATE IN ORDER TO PROVIDE BIOMETRIC DATA.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (INFO@VIPPASSPORTS.COM) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA TO BE ISSUED IN THE PASSPORT.

REVISED: 12-5-2017 (JENN)

APPLICATION FOR SRI LANKA VISA (ETA)

(FOR A STAY OF UP TO 30 DAYS)

PERSONAL PARTICULARS

- 1.) SURNAME(S):
- 2.) GIVEN NAME(S):
- 3.) GENDER:
- 4.) DATE OF BIRTH (DD/MM/YYYY):
- 5.) PLACE OF BIRTH:
- 6.) CURRENT NATIONALITY:
- 7.) OTHER PREVIOUS/PAST NATIONALITIES?
SPECIFY:
- 8.) MARITAL STATUS:

PASSPORT DETAILS

- 1.) PASSPORT NUMBER:
- 2.) DATE OF ISSUE (DD/MM/YYYY):
- 3.) DATE OF EXP. (DD/MM/YYYY):
- 4.) PLACE OF ISSUE:
- 5.) ANY OTHER PASSPORT/DOCUMENT?
- 6.) COUNTRY OF ISSUE:
- 7.) PASSPORT/IC NUMBER:
- 8.) PLACE OF ISSUE:
- 9.) DATE OF ISSUE:

CONTACT DETAILS

- 1.) CURRENT ADDRESS:
- 2.) MOBILE NUMBER:
- 3.) HOME PHONE NUMBER:
- 4.) PERMANENT ADDRESS:
CITY/STATE/ZIP:

DETAILS OF VISA SOUGHT

- 1.) PURPOSE OF VISIT:
- 2.) DATE OF ENTRY(DD/MM/YYYY):
- 3.) PORT OF ENTRY:
- 4.) DATE OF EXIT (DD/MM/YYYY):
- 5.) PORT OF EXIT:
- 6.) CITIES TO BE VISITED:
- 7.) HOTEL DURING STAY:
 - ADDRESS:
 - PHONE:
- 8.) HAVE YOU EVER BEEN TO SRI LANKA?
 - PREVIOUS VISA TYPE:
 - PLACE OF ISSUE:
 - DATE OF ISSUE:
 - ADDRESS OF STAY:
 - ARE YOU CURRENTLY IN SRI LANKA WITH A VALID ETA OR OBTAINED AN EXTENSION OF VISA?
 - PREVIOUS CITIES VISITED:
 - DO YOU HAVE A MULTI-ENTRY VISA?
- 9.) COUNTRIES VISITED IN THE PAST 10 YEARS:
- 10.) HAVE YOU EVER BEEN REFUSED A VISA TO SRI LANKA? *IF YES, GIVE DETAILS BELOW:*
- 11.) HAVE YOU EVER BEEN REFUSED ENTRY TO SRI LANKA? *IF YES, GIVE DETAILS BELOW:*

CONTINUED →

PROFESSIONAL/OCCUPATION DETAILS

- 1.) CURRENT OCCUPATION:
- 2.) EMPLOYER NAME/BUSINESS:
- 3.) EMPLOYER ADDRESS:
- 4.) EMPLOYER PHONE:
- 5.) EMPLOYER WEBSITE ADDRESS:
- 6.) PAST OCCUPATION, IF ANY:

DETAILS OF INVITING ORGANIZATION

- NAME:
- ADDRESS IN SRI LANKA:
- PHONE NUMBER IN SRI LANKA:
- COMPANY WEBSITE (*BUSINESS ETAs ONLY*):

APPLICANT SIGNATURE _____ DATE _____