



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## 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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## TAIWAN BUSINESS VISA

### 1.) ORIGINAL SIGNED PASSPORT

- MUST HAVE AT LEAST 1 BLANK VISA PAGE
- MUST BE VALID FOR AT LEAST 6 MONTHS BEYOND YOUR INTENDED LENGTH OF STAY

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

### 3.) [CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION

### 4.) COPY OF DOCUMENTS VERIFYING THE PURPOSE OF VISIT SUCH AS AN INVITATION LETTER, AND ANY OTHER RELEVANT DOCUMENTS

### 5.) PROOF OF VALID U.S. STATUS:

*(PLEASE SUBMIT ONE OF THE FOLLOWING)*

- COPY OF THE USA GREEN CARD (*NOTARIZED*)
- ORIGINAL USA VISA AND I-94 (<https://i94.cbp.dhs.gov/>)

### 6.) COPY OF THE TRAVEL ITINERARY

### 7.) COMPANY LETTER OF GUARANTEE

### 8.) CONSULATE FEE FOR VISA:

SINGLE ENTRY: \$50.00 (*REGULAR PROCESS*)

\$75.00 (*RUSH PROCESS*)

MULTIPLE ENTRY: \$100.00 (*REGULAR PROCESS*)

\$150.00 (*RUSH PROCESS*)

**VALIDITY: THE NUMBER OF ENTRIES AND THE LENGTH OF STAY IS DETERMINED ON A CASE BY CASE SITUATION BY THE ISSUING VISA OFFICER.**

**SPECIAL NOTE: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA IS ISSUED AND THE PASSPORT IS IN HAND.**

**CONTINUED →**



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**VISA EXEMPTION: IF YOU HOLD A PASSPORT FROM ONE OF THE FOLLOWING COUNTRIES, YOU MAY TRAVEL TO TAIWAN WITHOUT A VISA AS LONG AS YOU WILL BE STAYING LESS THAN 90 DAYS\***

<b>VISA EXEMPT COUNTRIES</b>					
<b>AUSTRIA</b>	<b>AUSTRALIA*</b>	<b>BELGIUM</b>	<b>BULGARIA</b>	<b>CANADA</b>	<b>CROATIA</b>
<b>CYPRUS</b>	<b>CZECH REP</b>	<b>DENMARK</b>	<b>ESTONIA</b>	<b>FINLAND</b>	<b>FRANCE</b>
<b>GERMANY</b>	<b>GREECE</b>	<b>HUNGARY</b>	<b>ICELAND</b>	<b>IRELAND</b>	<b>ISRAEL</b>
<b>ITALY</b>	<b>JAPAN</b>	<b>KOREA</b>	<b>LATVIA</b>	<b>LIECHTENSTEIN</b>	<b>LITHUANIA</b>
<b>LUXEMBOURG</b>	<b>MALAYSIA*</b>	<b>MALTA</b>	<b>MONACO</b>	<b>NETHERLANDS</b>	<b>NEW ZEALAND</b>
<b>NORWAY</b>	<b>POLAND</b>	<b>PORTUGAL</b>	<b>ROMANIA</b>	<b>SINGAPORE*</b>	<b>SLOVAKIA</b>
<b>SPAIN</b>	<b>SWEDEN</b>	<b>SWITZERLAND</b>	<b>UK</b>	<b>UAE</b>	<b>VATICAN</b>

*\*AUSTRALIA, MALAYSIA AND SINGAPORE ARE PERMITTED TO STAY 30 DAYS WITHOUT A VISA*

**REVISED: 2-26-2016 (JENN)**



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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!**