



# 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 TOURIST VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>SEE BELOW</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY PROCESS)	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 TO 48 HOUR PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 3 TO 5 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED ON A 24 TO 48 HOUR RUSH PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY.

REVISED: 4-18-2018 (JENN)



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## TAIWAN

**THERE IS NO VISA REQUIRED FOR U.S. CITIZENS TRAVELING TO TAIWAN STAYING NINETY (90) DAYS OR LESS. IF YOU WILL BE STAYING LONGER THAN NINETY (90) DAYS, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:**

### **TOURIST VISA:**

- 1.) **ONE (1) SIGNED U.S. PASSPORT** (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2"x2")
- 3.) **CLICK HERE** TO COMPLETE THE ONLINE APPLICATION
- 4.) **ONE (1) COPY OF INVITATION LETTER, IF AVAILABLE**
- 5.) **COPY OF YOUR TRAVEL ITINERARY**
- 6.) **CONSULATE FEE: \$160.00 (REGULAR PROCESS)**  
**\$185.00 (RUSH PROCESS)**

### **BUSINESS VISA:**

- 1.) **ONE (1) SIGNED U.S. PASSPORT** (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2"x2")
- 3.) **CLICK HERE** TO COMPLETE THE ONLINE APPLICATION
- 4.) **ONE (1) COPY OF INVITATION LETTER**
- 5.) **ONE (1) COMPANY LETTER OF GUARANTEE (SEE EXAMPLE PAGE 4)**
- 5.) **COPY OF YOUR TRAVEL ITINERARY**
- 6.) **CONSULATE FEE: \$160.00 (REGULAR PROCESS)**  
**\$185.00 (RUSH PROCESS)**

**VALIDITY: VISAS ARE VALID FOR MULTIPLE ENTRIES TO BE USED WITHIN (5) FIVE YEARS FROM THE DATE OF ISSUE. YOU MAY STAY UP TO (60) SIXTY DAYS PER VISIT. VISITOR VISA HOLDERS WHO ARE PERMITTED TO STAY IN TAIWAN FOR SIXTY (60) OR NINETY (90) DAYS AND WHOSE VISAS BEAR NO SUCH REMARKS AS "NO EXTENSION WILL BE GRANTED" MAY APPLY FOR EXTENSIONS AT THE NEAREST CITY/COUNTY NATIONAL IMMIGRATION OFFICES.**

**REVISED: 4-20-2015 (JENN)**