



# 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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## TAJIKISTAN BUSINESS VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE 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)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (3 - 4 DAY RUSH PROCESS)	<u>                    </u>
OTHER FEES: _____	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

<b><u>*FEDERAL EXPRESS FEES:</u></b>	<b><u>**VISA PROCESSING TIME</u></b>
PRIORITY LETTER                      \$29.00	REGULAR PROCESSING TIME: <u>5 TO 7 DAYS</u>
2-DAY LETTER                            \$23.50	PLEASE MARK THE APPROPRIATE BOX IF YOU WOULD LIKE FOR VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 3 - 4 DAYS FROM THE DATE WHEN WE SUBMIT THE APPLICATION TO THE CONSULATE (\$20.00 SPECIAL HANDLING FEE).
3-DAY LETTER                            \$19.50	
SATURDAY LETTER                      \$41.50	
1 <sup>ST</sup> OVERNIGHT DELIVERY            \$75.00	

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 10-26-2015 (JENN)



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## TAJKISTAN

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **U.S. PASSPORT, SIGNED** (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS**(2x2)
- 3.) **TWO (2) COMPLETED AND SIGNED APPLICATIONS**
- 4.) **COMPANY LETTER OF GUARANTEE** – PLEASE BE SURE THE LETTER STATES THE FOLLOWING:
  - THE PURPOSE AND DURATION OF VISIT
  - THE NAME AND ADDRESS OF YOUR CONTACT IN TAJIKISTAN
  - ACCEPTS FINANCIAL RESPONSIBILITY FOR ALL TRAVEL RELATED EXPENSES
- 5.) **COPY OF THE VISA SUPPORT LETTER** FROM THE SPONSOR IN TAJIKISTAN CONFIRMED BY THE MINISTRY OF FOREIGN AFFAIRS
- 6.) **CONSULATE FEES:**

NUMBER OF ENTRIES	PERIOD OF STAY	LENGTH OF VALIDITY	REGULAR PROCESSING TIME (5 - 7 DAYS)	RUSH PROCESSING TIME (3 - 4 DAYS)
<b>SINGLE</b>	TWO WEEKS	3 MONTHS	<b>\$80.00</b>	<b>\$160.00</b>
	ONE MONTH	3 MONTHS	<b>\$90.00</b>	<b>\$180.00</b>
	TWO MONTH	3 MONTHS	<b>\$100.00</b>	<b>\$200.00</b>
	THREE MONTH	3 MONTHS	<b>\$130.00</b>	<b>\$260.00</b>
	ONE YEAR	ONE YEAR	<b>\$220.00</b>	<b>\$440.00</b>
<b>MULTIPLE</b>	ONE MONTH	3 MONTHS	<b>\$120.00</b>	<b>\$240.00</b>
	TWO MONTH	3 MONTHS	<b>\$130.00</b>	<b>\$260.00</b>
	THREE MONTH	3 MONTHS	<b>\$160.00</b>	<b>\$320.00</b>
	ONE YEAR	ONE YEAR	<b>\$260.00</b>	<b>\$520.00</b>

REVISED: 10-26-2015 (JENN)



MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF TAJIKISTAN  
VISA APPLICATION FORM

Annex 2

to the Governmental Decree of  
the Republic of Tajikistan  
#122 from 27.02.2009

**Fill out the application form with capital letters (marked with black type)**

1. Passport number	2. Place of issue: country	City (town)	District	Place for color photo Size 3x4 cm
3. Citizenship	4. Date of issue	5. Date of Expire		
6. Surname (Last name)				
7. First name				
8. Middle (other) name				
9. Date of Birth	10. Place of Birth: District	City (town)	Country	
11. Nationality	12. Sex Male <input type="checkbox"/>   Female <input type="checkbox"/>	13. Marital status: Married <input type="checkbox"/> Divorced <input type="checkbox"/>	Single <input type="checkbox"/>	
14. Permanent address (country, city (town), street, house or apartment's number, zip code):				
15. Telephone number: Office	Fax:	Mobile:	E-mail address:	
16. Name and address your office, institution or type of activity: Name		Address:		
17. Position (if you are a student write "student" if retired, write "retired"). Describe your work (activity):				
18. Date of arrival to Tajikistan		19. Date of departure from Tajikistan. (for extension of visa, indicate the duration of stay)	20. Number of entries: (single, double, multiple, exit visa)	
21. PURPOSE OF VISIT (the category of visa will be identified according to the purpose of visit; therefore, indicate the exact and complete purpose of your visit).				
22. Place of stay in the Republic of Tajikistan (name and full address of the hotel. If it is a diplomatic representation, private house, state agency or other place, indicate the full address):				
23. Telephone number of the place of your stay: Office	Fax:	Mobile:	E-mail address:	
24. Who will pay for your trip (is case of need, consular officer may request prove of availability of funds, necessary to stay in the Republic of Tajikistan)		25. Have you visited Tajikistan previously? Date and duration of your previous stay in the Republic of Tajikistan?		
26. Have you ever been issued a Tajik visa? If «YES»: When:	Where:	What type (category):	For how long:	

27. Have you ever been refused a visa? If «YES»: When: _____ Where: _____		What was your purpose of visit: _____	For how long requested: _____
28. Do you intend to work in Tajikistan? If «YES», indicate name and address of employer: _____		29. Do you intend to study in Tajikistan? If «YES», indicate name and address of the Institution or University: _____	
30. Please indicate the information about your relatives in the Republic of Tajikistan (father, mother, sister/brother, children, adopted children, spouse, fiancée etc):  			
31. IMPORTANT: AFTER HAVING READ THE LISTED BELOW QUESTIONS ATTENTIVELY, PLEASE MARK THE «YES» OR «NO»:			
- have you ever been arrested or convicted for any offence of crime within the territory of the Republic of Tajikistan? If answer «YES», please describe it in the separate page		YES <input type="checkbox"/>	NO <input type="checkbox"/>
- have you ever been a member of terrorist or extremist group or organization, human trafficking, weapons and ammunition, illegal drug trafficking and their precursors, illegal immigration?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
- do you have a criminal record for felony in the territory of the Republic of Tajikistan or in any other foreign country?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
- have you ever been subject of pardon or amnesty?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
- did you or do you have infections (contagious) of diseases harmful for the health surrounding society?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
32. Was this application prepared by another person (organization)? If «YES», then:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
The inviting side is informed that according to the legislation of the Republic of Tajikistan, bears responsibility for authenticity of data indicated in the application as well as for the timely preparation of the documents of the invited foreign citizen for the right of: stay in the Republic of Tajikistan, movement within the territory and for exit from the Republic of Tajikistan upon expiring their defined term of stay.			
who: _____	relation with applicant: _____	full address and telephone number: _____	date and signature (organization putting a stamp): _____
33. I, hereby certify that after having read the questions listed in the application, I acknowledged the full responsibility for my answers. I am well aware that the false or misleading statement may result in their permanent refusal of a visa. I understood that possession of a visa does not automatically entitle the bearer to enter the Republic of Tajikistan upon arrival at a point of entry.			
Applicant's signature _____		Date _____	

**Барои истифодаи хизматӣ  
Аз ҷониби қорманди консулӣ пур карда мешавад**

Раводиди таҳти рақами \_\_\_\_\_  
Категорияи (ба таври пурра) \_\_\_\_\_  
Ба мӯҳлати (аз кай то кай) \_\_\_\_\_

Аз ҷониби (ному насаб, имзо  
ва мӯҳри Консул)

Санаи судури раводид \_\_\_\_\_



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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!**