



VIP SERVICES

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

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: THAILAND BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2-COLOR</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>1</u>	BANK STATEMENT:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	INVITATION:	<u>1-COPY</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)	_____
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH 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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON A 48 TO 72 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. THE CONSULATE WILL NOT ACCEPT APPLICATIONS ON FRIDAYS.

REVISED: 09-30-2011 (KS)



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THAILAND

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

THERE IS NO VISA REQUIRED FOR U.S. CITIZENS TRAVELING TO THAILAND AS A TOURIST STAYING LESS THAN (30) THIRTY DAYS. IF STAYING LONGER THAN (30) THIRTY DAYS, PLEASE SUBMIT THE FOLLOWING:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO (COLOR) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION (THE SIGNATURE ON THE APPLICATION HAS TO MATCH THE SIGNATURE ON PASSPORT)
- 4.) A COPY OF YOUR MOST RECENT BANK STATEMENT
- 5.) A COPY OF YOUR ITINERARY
- 6.) INTERNATIONAL HEALTH CERTIFICATE (SEE NEXT PAGE)
- 7.) CONSULATE FEE:

\$40.00 - PER ENTRY (UP TO 3 ENTRIES)

BUSINESS VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO (COLOR) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION (THE SIGNATURE ON THE APPLICATION HAS TO MATCH THE SIGNATURE ON PASSPORT)
- 4.) A COPY OF YOUR MOST RECENT BANK STATEMENT
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) A COMPANY LETTER OF GUARANTEE
- 7.) A COPY OF THE INVITATION
- 8.) INTERNATIONAL HEALTH CERTIFICATE (SEE NEXT PAGE)
- 9.) CONSULATE FEE:

\$80.00 - SINGLE ENTRY VISA

\$200.00 - MULTIPLE ENTRY VISA

VALIDITY: TOURIST VISAS ARE VALID FOR SINGLE, DOUBLE OR TRIPLE ENTRY, WHICHEVER IS INDICATED ON YOUR APPLICATION, SINGLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 60 DAYS AND 1ST ENTRY MUST BE MADE WITHIN 90 DAYS, DOUBLE AND TRIPLE ENTRY VISAS ARE VALID FOR UP TO 6 MONTHS. BUSINESS VISAS ARE VALID FOR SINGLE OR MULTIPLE ENTRY VISAS, WHICHEVER IS INDICATED ON THE APPLICATION, SINGLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS AND 1ST ENTRY MUST BE MADE WITHIN 90 DAYS. MULTIPLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS AND IS VALID FOR 1 YEAR.

REVISED: 09-30-2011 (KS)

The Ministry of Public Health has issued regulations that applicants who have traveled from or through the countries which have been declared Yellow Fever Infected Areas must provide **an International Health Certificate proving that they have received a Yellow Fever vaccination.**

- The International Health Certificate must be submitted together with the visa application form. The traveler will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. As for those nationals of the countries listed below but who have not traveled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

- Travelers, from the countries which have been declared Yellow Fever Infected Areas, who do not have or could not show the International Health Certificate proving of their Yellow Fever vaccination to the Immigration Officer upon arrival at the port of entry in the Kingdom, will be required to have the Yellow Fever vaccination by the Health Control Unit at the port of entry before the travelers will be allowed to enter the Kingdom. Please note that the quarantine period after the vaccination is approximately 6 days.

***Following are the countries
which are declared Yellow Fever Infected Areas***

1.	Angola	Republic of Angola
2.	Argentina	Republic of Argentina
3.	Benin	Republic of Benin
4.	Bolivia	Republic of Bolivia
5.	Brazil Federative	Republic of Brazil
6.	Burkina Faso	Burkina Faso
7.	Burundi	Republic of Burundi
8.	Cameroon	Federal Republic of Cameroon
9.	Central African Republic	
10.	Chad	Republic of Chad
11.	Colombia	Republic of Colombia
12.	Congo	Democratic Republic of the Congo
13.	Congo Republic	Republic of the Congo
14.	Cote d' Ivoire	Republic of Cote d' Ivoire
15.	Ecuador	Republic of Ecuador
16.	Equatorial Guinea	Republic of Equatorial Guinea
17.	Ethiopia	Federal Democratic Republic of Ethiopia
18.	French-Guiana	
19.	Gabon	Gabonese Republic
20.	Gambia	Republic of the Gambia
21.	Ghana	Republic of Ghana
22.	Guinea-Bissau	Republic of Guinea Bissau
23.	Guinea	Republic of Guinea
24.	Guyana	Cooperative Republic of Guyana
25.	Kenya	Republic of Kenya
26.	Liberia	Republic of Liberia
27.	Mali	Republic of Mali
28.	Mauritania	Islamic Republic of Mauritania

29.	Niger	Republic of Niger
30.	Nigeria	Federal Republic of Nigeria
31.	Panama	Republic of Panama
32.	Paraguay	Republic of Paraguay
33.	Peru	Republic of Peru
34.	Rwanda	Republic of Rwanda
35.	Sao Tome & Principe	Democratic Republic of Sao Tome & Principe
36.	Senegal	Republic of Senegal
37.	Sierra Leone	Republic of Sierra Leone
38.	Somalia	Somali Democratic Republic
39.	Sudan	Republic of the Sudan
40.	Suriname	Republic of Suriname
41.	Tanzania	United Republic of Tanzania
42.	Togo	Republic of Togo
43.	Trinidad and Tobago	Republic of Trinidad and Tobago
44.	Uganda	Republic of Uganda
45.	Venezuela	Republic of Venezuela



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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!

