



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

### 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)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH PROCESS)	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

#### \*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: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED  
VIP TO REQUEST THAT THE VISA BE ISSUED WITHIN  
48 TO 72 HOURS FROM THE DAY WE SUBMIT THE  
APPLICATION (\$20.00 SPECIAL HANDLING FEE). THE  
RUSH PROCESSING IS ONLY AVAILABLE FOR  
APPLICANTS RESIDING IN TEXAS AND REQUESTING  
A SINGLE ENTRY VISA.

COMMENTS: THE CONSULATE DOES NOT ACCEPT APPLICATIONS ON FRIDAYS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 12-21-2016 (IM-SDL)



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## **THAILAND BUSINESS VISA**

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

- 1.) **ORIGINAL, SIGNED UNITED STATES PASSPORT:**
  - SIX MONTHS REMAINING VALIDITY
  - ONE BLANK VISA PAGE
  
- 2.) **TWO COLOR PASSPORT-SIZE PHOTOGRAPHS (2X2):**
  - WHITE BACKGROUND
  - FULL FACE VIEW (*DARK GLASSES AND HATS ARE NOT PERMITTED*)
  - PAPER COPIES OF A PHOTOGRAPH ARE NOT PERMITTED
  - TAKEN WITHIN THE LAST 6 MONTHS
  
- 3.) **ONE COMPLETED APPLICATION**
  - SIGNATURE MUST MATCH SIGNATURE IN PASSPORT
  
- 4.) **ROUND TRIP TICKETS OR CONFIRMED ITINERARY:** (*COPY*)
  
- 5.) **INTERNATIONAL HEALTH CERTIFICATE:** (*SEE NEXT PAGE*)
  
- 6.) **BANK STATEMENT:** COPY OF THE APPLICANT'S MOST RECENT MONTHLY BANK STATEMENT SHOWING PROOF OF SUFFICIENT FUNDS (\$700.00 PER PERSON OR \$1500.00 PER FAMILY). THE STATEMENT MUST CLEARLY SHOW THE APPLICANT'S NAME AS THE ACCOUNT HOLDER, THE BALANCES OF THE ACCOUNTS, AND THE DATE OF THE STATEMENT.
  
- 7.) **COMPANY LETTER OF GUARANTEE:** A BUSINESS LETTER FROM THE U.S. COMPANY, PRINTED ON THE COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE EMBASSY OF THAILAND, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (*AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE*). BUSINESS LETTER MUST ADHERE TO THE FORMAT PROVIDED IN THE EXAMPLE LETTER ON PAGE 7. PLEASE BE SURE THAT THE FOLLOWING ITEMS ARE INCLUDED IN THE LETTER:
  - ❖ APPLICANT'S POSITION
  - ❖ LENGTH OF EMPLOYMENT
  - ❖ SALARY
  - ❖ PURPOSE OF VISIT
  - ❖ LENGTH OF STAY IN THAILAND

**CONTINUED →**



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- 8.) **INVITATION LETTER:** A BUSINESS INVITATION LETTER FROM THE SPONSORING COMPANY IN THAILAND. THE LETTER SHOULD BE PRINTED ON COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE EMBASSY OF THAILAND, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (*AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE*). THE BUSINESS LETTER MUST ADHERE TO THE FOLLOWING GUIDELINES:
- ❖ BRIEFLY INTRODUCE THE APPLICANT – SPECIFY EMPLOYMENT STATUS/POSITION HELD IN THE COMPANY
  - ❖ STATE THE NATURE OF THE BUSINESS TO BE CONDUCTED (*I.E. BUSINESS MEETINGS, CONTRACT NEGOTIATIONS, ETC.*) AND THE NAMES AND ADDRESS OF COMPANY TO BE VISITED IN THAILAND.
  - ❖ SPECIFY THE TYPE AND DESIRED VALIDITY OF THE VISA (*I.E. A ONE YEAR MULTIPLE ENTRY BUSINESS VISA*). FOR MULTIPLE ENTRY REQUESTS, SPECIFY DATES OF AT LEAST TWO UPCOMING VISITS.
- 9.) **APPROVAL FROM THE MINISTRY OF LABOR:** FOR APPLICANTS STAYING IN THAILAND FOR THAN 15 DAYS ON EACH ENTRY WILL BE REQUIRED TO ALSO SUBMIT A COPY OF THE LETTER OF APPROVAL FROM THE MINISTRY OF LABOR. TO OBTAIN THIS LETTER, THE COMPANY IN THAILAND IS REQUIRED TO SUBMIT FORM WP3 AT THE OFFICE OF FOREIGN WORKERS ADMINISTRATION, DEPARTMENT OF EMPLOYMENT, MINISTRY OF LABOR (*TELEPHONE NUMBER IS 02-245-2745*), OR AT THE PROVINCIAL EMPLOYMENT OFFICE IN HIS OR HER RESPECTIVE PROVINCE. MORE INFORMATION IS ALSO AVAILABLE AT THE DEPARTMENT OF EMPLOYMENT OR [www.doe.go.th](http://www.doe.go.th)
- 10.) **CONSULATE FEE:**
- ❖ \$80.00 – PER ENTRY VISA
  - ❖ \$200.00 – MULTIPLE ENTRY VISA

## **VALIDITY:**

- SINGLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS AND 1<sup>ST</sup> ENTRY MUST BE MADE WITHIN 90 DAYS.
- MULTIPLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS ON EACH ENTRY AND IS VALID FOR 1 YEAR.
- IF YOU ARE REQUESTING A **MULTIPLE ENTRY** VISA, PLEASE BE SURE AND INDICATE ON BOTH THE COMPANY LETTER AS WELL AS THE INVITATION.

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## THAILAND

**HEALTH REQUIREMENTS: NO INOCULATIONS OR VACCINATIONS ARE REQUIRED UNLESS THE APPLICANT HAS BEEN TO THE INFECTED AREAS LISTED BELOW.**

**AS OF FEBRUARY 1991, THAILAND HAS REQUIRED A YELLOW FEVER CERTIFICATE FROM TRAVELERS WHO HAVE VISITED THE FOLLOWING COUNTRIES WITHIN THE PAST 10 YEARS:**

<b><u>COUNTRIES INFECTED WITH YELLOW FEVER</u></b>				
ANGOLA	CHAD	GABON	MALI	SENEGAL
BENIN	COLOMBIA	GAMBIA	MAURITANIA	SIERRA LEONE
BOLIVIA	CONGO	GHANA	NIGER	SOMALIA
BRAZIL	COTE D'IVOIRE	GUINEA	NIGERIA	SUDAN
BURKINA FASO	ECUADOR	GUINEA-BISSAU	PANAMA	SURINAME
BURUNDI	EQ. GUINEA	GUYANA	PERU	TANZANIA
CAMEROON	ETHIOPIA	KENYA	RWANDA	TOGO
C.A.R.	FRENCH-GUINEA	LIBERIA	SAO TOME	UGANDA
ALONG WITH: TRINIDAD-VENEZUELA-ARGENTINA-PARAGUAY				

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# Two Passport-size Photographs

Photographs must have a light color background with a full-face view of the person without wearing a hat or dark glasses. Photos must be taken within 6 months.



**Visa Section**  
 Royal Thai Embassy  
 1024 Wisconsin Avenue, N.W., Suite 101  
 Washington, D.C. 20007  
 http://www.thaiembdc.org  
 Email : visa@thaiembdc.org  
 Tel (202) 298-4817 Fax (202) 944-3641

## VISA APPLICATION

**NOTE :** To process your application, this application form must be fully completed and accompanied by all the required documents.

<b>1</b>	Please check appropriate box for visa type requested. <input type="checkbox"/> <b>Non-Immigrant Visa</b> <span style="float:right;"><input type="checkbox"/> <b>Diplomatic Visa</b></span> <input type="checkbox"/> <b>Tourist Visa*</b> <span style="float:right;"><input type="checkbox"/> <b>Official Visa</b></span> <input type="checkbox"/> <b>Transit Visa*</b> <span style="float:right;"><input type="checkbox"/> <b>Courtesy Visa</b></span>	
	Number of entries requested ..... entry (ies)	
	<i>Non-immigrant visa applicant must submit an invitation letter/proofs from persons/institutions concerned stating the purpose of visit and the length of stay.</i>	
	<input type="checkbox"/> Mr. <input style="width:150px;" type="text"/> <input type="checkbox"/> Mrs. <input style="width:150px;" type="text"/> <input type="checkbox"/> Miss <input style="width:150px;" type="text"/>	
	<i>Last Name</i>	<i>First Name</i>
	<i>Middle Name</i>	
<b>2</b>	Date of Birth ..... Nationality ..... Nationality at Birth ..... Place of Birth ..... Occupation ..... Present Address ..... City ..... State ..... Zip code ..... Home phone (.....) ..... Office phone (.....) ..... Cell phone (.....) ..... E-mail..... Permanent address (if different from above) .....	
<b>3</b>	Current Passport No. .... Issued at ..... Date of Issue ..... Date of Expiry ..... Permanent Resident Card (Green card) No. .... Date of Expiry .....	
<b>4</b>	Purpose of visit ..... Date of arrival in Thailand ..... Length of stay ..... Traveling by ..... Date of previous visits to Thailand ..... ( Air, Train, or Ship ) Place to stay in Thailand ..... Tel : .....	
<b>5</b>	Reference person and address in U.S.A. .... Tel : ..... Email ..... Reference person and address in Thailand ..... Tel : ..... Email .....	
<b>6</b>	_____ <b>Signature of Applicant</b> <span style="float:right;"><b>Date</b></span> * <b>ATTENTION FOR TOURISTS AND TRANSIT VISA APPLICANTS ONLY :</b> You declare that the purpose of your visit to Thailand is for pleasure only and that in no case shall you engage yourself in any profession or occupation while in the country.	
<b><u>FOR OFFICIAL USE</u></b>		
	Type of visa and No. ....	Classification .....
	Date of Issue .....	Fees .....
	Expiry Date .....	
	Signature ..... Secretary of the Embassy	



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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY OF THAILAND  
WASHINGTON, DC USA

GENTLEMEN:

MR. / MRS. (**TRAVELER**) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS

(**PROFESSION/JOB TITLE**) FOR (**COMPANY NAME**). MR. / MRS. (**TRAVELER**) PLANS TO VISIT (**CITY IN THAILAND**) FOR THE PURPOSE OF (**DETAILED EXPLANATION OF TRIP**) WITH (**COMPANY IN THAILAND TO BE VISITED**).

APPLICANTS NAME:

PROFESSION:

LENGTH OF EMPLOYMENT:

SALARY:

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**

**SUPERVISOR'S NAME**

**SUPERVISOR'S POSITION/JOB TITLE**

\*\*\*PLEASE BE SURE THE COMPANY LETTER IS VERY DETAILED AND FOLLOWS THE FORMAT PROVIDED. BE SURE TO INCLUDE THE DATES OF TRAVEL FOR ANY FUTURE TRIPS TO THAILAND IF A MULTIPLE ENTRY VISA IS BEING REQUESTED. ANY LETTERS THAT ARE NOT DETAILED AND/OR FOLLOW THE ABOVE FORMAT MAY INCUR A DELAY IN PROCESSING\*\*\*