



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 Email: 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_____

Specializing in Visas, Passports, Document Legalization and Translations



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THAILAND CREW VISA (TRANSIT CLASS "C" 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>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: (48 TO 72 HOUR RUSH PROCESS)	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST 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: 11-9-2017(JENN)



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THAILAND CREW VISA (TRANSIT CLASS "C" 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
- 8.) **CONSULATE FEE:**
 - ❖ \$35.00 – PER ENTRY VISA (*MAXIMUM OF TWO (2) ENTRIES*)

VALIDITY:

- VISAS ARE VALID FOR A STAY OF UP TO 30 DAYS, AND 1ST ENTRY MUST BE MADE WITHIN 90 DAYS.

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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:

<u>COUNTRIES INFECTED WITH YELLOW FEVER</u>				
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.

1	Please check appropriate box for visa type requested. <input type="checkbox"/> Non-Immigrant Visa <input type="checkbox"/> Diplomatic Visa <input type="checkbox"/> Tourist Visa* <input type="checkbox"/> Official Visa <input type="checkbox"/> Transit Visa* <input type="checkbox"/> Courtesy Visa							
	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 type="checkbox"/> Mrs. <input type="checkbox"/> Miss <table style="width:100%; border: 1px solid black; margin-top: 5px;"> <tr> <td style="width:33%; height: 25px;"></td> <td style="width:33%; height: 25px;"></td> <td style="width:33%; height: 25px;"></td> </tr> <tr> <td style="text-align:center; font-size: small;">Last Name</td> <td style="text-align:center; font-size: small;">First Name</td> <td style="text-align:center; font-size: small;">Middle Name</td> </tr> </table>					Last Name	First Name	Middle Name
Last Name	First Name	Middle Name						
2	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)							
3	Current Passport No. Issued at Date of Issue Date of Expiry Permanent Resident Card (Green card) No. Date of Expiry							
4	Purpose of visit Date of arrival in Thailand Length of stay Traveling by Date of previous visits to Thailand <small>(Air, Train, or Ship)</small> Place to stay in Thailand Tel :							
5	Reference person and address in U.S.A. Tel : Email Reference person and address in Thailand Tel : Email							
6	_____ Signature of Applicant Date * ATTENTION FOR TOURISTS AND TRANSIT VISA APPLICANTS ONLY : 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.							
<u>FOR OFFICIAL USE</u>								
	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