



# 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 TOURIST VISA NON-U.S. PASSPORT

### DOCUMENTS REQUIRED:

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	N/A	HOTEL CONFIRMATION:	1-COPY
COPY OF INVITATION:	N/A	BANK STATEMENT:	1-COPY
EMPLOYMENT LETTER:	1	INT'L HEALTH CERT:	1-COPY
OTHER:	<u>COPY OF PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL VALID USA VISA AND I-94 (VISIT <a href="https://i94.cbp.dhs.gov/">https://i94.cbp.dhs.gov/</a>) (STUDENTS ORIGINAL VALIDATED I-20)-SEE NEXT PAGE FOR MORE DETAILED INFORMATION.</u>		

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING (LESS THAN 5 DAYS PROCESSING):	_____
OTHER FEES: _____	_____
<b>*ADD RETURN FEDERAL EXPRESS FEE:</b>	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### **\*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 TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING). **RUSH PROCESSING IS ONLY AVAILABLE FOR APPLICANTS THAT RESIDE IN TEXAS AND REQUESTING A SINGLE ENTRY VISA (MOST NATIONALITIES-PLEASE CALL OUR OFFICE TO CONFIRM IF YOU QUALIFY)**

COMMENTS: PLEASE DO NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

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

**Specializing in Visas, Passports, Document Legalization and Translations**



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## THAILAND TOURIST VISA

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT**
  - MUST BE SIGNED
  - MUST HAVE A REMAINING VALIDITY OF AT LEAST 6 MONTHS
- 2.) **TWO (2) CURRENT PASSPORT-TYPE PHOTOGRAPHS (2x2)**
- 3.) **ONE (1) COMPLETED APPLICATION:**  
(SIGNATURE ON APPLICATION MUST EXACTLY MATCH SIGNATURE ON PASSPORT)
- 4.) **LETTER OF EMPLOYMENT**
  - SPECIFIES THAT THE APPLICANT IS EMPLOYED AND WILL STILL BE EMPLOYED UPON RETURN FROM THAILAND
  - MUST SPECIFY JOB POSITION AND LENGTH OF EMPLOYMENT
- 5.) **COPY OF THE TRAVEL ITINERARY**
- 6.) **COPY OF THE HOTEL CONFIRMATION (MULTIPLE ENTRY APPLICANTS ONLY)**
- 7.) **COPY OF THE SIX (6) MOST RECENT BANK STATEMENTS**
  - SINGLE ENTRY - MUST SHOW A MINIMUM OF \$700.00 PER PERSON, OR \$1500 PER FAMILY
  - MULTI-ENTRY - MUST SHOW A MINIMUM OF \$7,000.00 PER PERSON
  - MUST SHOW APPLICANT'S NAME, BALANCE, DATES OF STATEMENTS
- 8.) **INTERNATIONAL HEALTH CERTIFICATE (SEE PAGE 5)**
- 9.) **PROOF OF VALID U.S. STATUS (PLEASE SUBMIT ONE OF THE FOLLOWING):**
  - COPY OF FRONT/BACK OF PERMANENT RESIDENT CARD
  - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 10.) **CONSULATE FEE:**

NUMBER OF ENTRIES	LENGTH OF VALIDITY	CONSULATE FEE
SINGLE	UP TO 3 MONTHS	\$40.00
MULTIPLE	UP TO 6 MONTHS	\$200.00

#### **\*\*ADDITIONAL REQUIRED DOCUMENTS FOR MINORS (UNDER 20):**

- ❖ NOTARIZED COPY OF BIRTH CERTIFICATE FOR THE APPLICANT
- ❖ NOTARIZED COPY OF BOTH PARENTS PASSPORT INFORMATION PAGE
- ❖ NOTARIZED MINOR AUTHORIZATION FORM

#### **VALIDITY:**

VISAS ARE VALID FOR SINGLE OR MULTIPLE ENTRY, WHICHEVER IS INDICATED ON THE APPLICATION. SINGLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 60 DAYS AND 1<sup>st</sup> ENTRY MUST BE MADE WITHIN 6 MONTHS. MULTIPLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS AND IS VALID FOR 6 MONTHS. IF YOU ARE REQUESTING A MULTIPLE ENTRY, BE SURE THE COMPANY LETTER AND THE INVITATION IS REQUESTING ONE TO BE ISSUED ACCORDINGLY.

**CONTINUE →**



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## VISA EXEMPTIONS:

**ORDINARY PASSPORT HOLDERS FROM THE FOLLOWING COUNTRIES ARE NOT REQUIRED TO OBTAIN A VISA WHEN ENTERING THAILAND FOR TOURISM PURPOSES AND WILL BE PERMITTED TO STAY FOR A PERIOD NOT EXCEEDING 30 DAYS ON EACH VISIT:**

<b><u>APPLICANTS ELIGIBLE TO OBTAIN A TOURIST UPON ARRIVAL</u></b>			
AUSTRALIA	AUSTRIA	BAHRAIN	BELGIUM
BRAZIL	BRUNEI	CANADA	CZECH REP.
DENMARK	FINLAND	FRANCE	GERMANY
GREECE	HONG KONG	HUNGARY	INDONESIA
IRELAND	ISRAEL	ITALY	ICELAND
JAPAN	REP. OF KOREA	KUWAIT	LIECHTENSTEIN
LUXEMBOURG	MONACO	MALAYSIA	NETHERLANDS
NEW ZEALAND	NORWAY	OMAN	PERU
PHILIPPINES	POLAND	PORTUGAL	QATAR
SINGAPORE	SLOVAKIA	SLOVENIA	S. AFRICA
SPAIN	SWEDEN	SWITZERLAND	TURKEY
U.A.E.	U.K.	U.S.	VIETNAM

***TRAVELERS WHO ENTER THAILAND UNDER THE TOURIST VISA EXEMPTION CATEGORY MAY RE-ENTER AND STAY FOR A CUMULATIVE DURATION OF STAY OF NOT EXCEEDING 90 DAYS WITHIN ANY 6-MONTH PERIOD FROM THE DATE OF FIRST ENTRY.***

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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'IVIORE	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				

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

# 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	

# LETTER OF AUTHORIZATION FOR MINORS

RE: \_\_\_\_\_

NAME OF TRAVELER

To Whom It May Concern:

This letter evidences my consent for my wife/husband \_\_\_\_\_ to take our  
(WIFE OR HUSBAND'S NAME)

Son/daughter, \_\_\_\_\_ to Thailand on or about \_\_\_\_\_ for  
(CHILD'S NAME) (TRAVEL DATE)

\_\_\_\_\_  
(LENGTH OF STAY)

Should you have any questions regarding the foregoing, please contact me at:

(ADDRESS) \_\_\_\_\_

\_\_\_\_\_

(PHONE) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF PARENT)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF PARENT)