



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__



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THAILAND TOURIST 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>
LETTER OF EMPLOYMENT:	<u>1</u>	HOTEL CONFIRMATION:	<u>1</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 PAGES)	_____
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH PROCESS)	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

***FEDERAL EXPRESS FEES:**

****VISA PROCESSING TIME**

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

REGULAR PROCESSING TIME: 5 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). **THE RUSH PROCESSING IS ONLY AVAILABLE FOR APPLICANTS RESIDING IN TEXAS AND REQUESTING A SINGLE ENTRY VISA.**

COMMENTS: THE CONSULATE WILL NOT ACCEPT APPLICATIONS ON FRIDAYS.

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



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THAILAND TOURIST VISA

A VISA IS NOT 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.) **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 (GLASSES AND HATS ARE NOT PERMITTED)
 - PAPER PHOTO COPIES OF A PHOTOGRAPH ARE NOT PERMITTED
- 3.) **ONE COMPLETED APPLICATION:**
 - SIGNATURE MUST MATCH PASSPORT SIGNATURE
- 4.) **COPY OF HOTEL CONFIRMATION (MULTIPLE ENTRY ONLY)**
- 5.) **LETTER OF EMPLOYMENT (MULTIPLE ENTRY ONLY)**
 - SPECIFIES THAT THE APPLICANT IS EMPLOYED AND WILL STILL BE EMPLOYED UPON RETURN FROM THAILAND
 - MUST SPECIFY JOB POSITION AND LENGTH OF EMPLOYMENT
- 6.) **ROUND TRIP TICKETS OR CONFIRMED ITINERARY**
- 7.) **INTERNATIONAL HEALTH CERTIFICATE:** (SEE NEXT PAGE)
- 8.) **COPY OF BANK STATEMENTS:** COPY OF THE APPLICANT'S SIX (6) MOST RECENT MONTHLY BANK STATEMENT SHOWING PROOF OF SUFFICIENT FUNDS. FOR MULTIPLE ENTRY REQUESTS, THE STATEMENT MUST SHOW A MINIMUM OF \$7,000, AND FOR SINGLE ENTRY REQUESTS, THE MINIMUM BALANCE SHOULD BE \$700. THE STATEMENT MUST CLEARLY SHOW THE APPLICANT'S NAME AS THE ACCOUNT HOLDER, THE BALANCES OF THE ACCOUNTS, AND THE DATE OF THE STATEMENT.
- 9.) **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 APPLICANT
- ❖ **NOTARIZED** COPY OF BOTH PARENTS' PASSPORT INFORMATION PAGE
- ❖ **NOTARIZED** MINOR AUTHORIZATION FORM

VALIDITY: SINGLE ENTRY – STAY OF UP TO 60 DAYS WITH 1ST ENTRY WITHIN 90 DAYS FROM THE DATE OF ISSUE. DOUBLE AND TRIPLE ENTRY – STAY UP TO 60 DAYS WITH ALL ENTRIES WITHIN SIX MONTHS.

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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'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				

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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 (Air, Train, or Ship) 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							

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)