



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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 \_\_\_\_\_





# VIP SERVICES

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)

## TURKEY

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

YOU CAN OBTAIN A TOURIST OR A BUSINESS VISA AT THE TURKISH BORDER GATES (STICKER VISA) FOR A STAY OF UP TO THREE MONTHS. YOU MUST BE IN POSSESSION OF A VALID U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY) AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

#### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR DRIVERS LICENSE
- 6.) CONSULATE FEES: \$ 60.00 - SINGLE ENTRY  
\$200.00 - MULTIPLE ENTRY

#### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR DRIVERS LICENSE
- 6.) A COMPANY LETTER OF GUARANTEE
- 7.) CONSULATE FEES: \$ 60.00 - SINGLE ENTRY  
\$200.00 - MULTIPLE ENTRY

**VALIDITY:** SINGLE ENTRY VISAS ARE TO BE USED WITHIN (12) TWELVE MONTHS FROM ISSUE DATE AND YOU MAY STAY UP TO (3) THREE MONTHS.

MULTIPLE ENTRY VISAS ARE VALID FOR (12) TWELVE MONTHS FROM DATE OF ISSUE AND YOU CAN STAY UP TO (3) THREE MONTHS ON EACH VISIT.

REVISED: 01-09-2012 (KS)

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



# VIP SERVICES

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)

## 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).

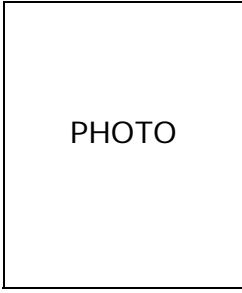
MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON  
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,  
(EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT 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!**



<http://www.mfa.gov.tr/mfa>

**TÜRKİYE CUMHURİYETİ DIŐIŐLERİ BAKANLIĐI**  
**REPUBLIC OF TURKEY, MINISTRY OF FOREIGN AFFAIRS**

**VISA APPLICATION FORM**

<b>1.</b> Family name (as in passport)	<b>2.</b> Maiden name
<b>3.</b> First name(s) (as in passport)	<b>4.</b> Date of birth (year-month-day)
<b>5.</b> ID-number (optional)	<b>6.</b> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>7.</b> Place of birth City : .....	<b>8.</b> Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other
Country.....	
<b>9.</b> Current citizenship	<b>10.</b> Citizenship at birth
<b>11.</b> Father's full name	<b>12.</b> Mother's full name

FOR OFFICIAL  
USE ONLY

**Date of application:**

<b>13.</b> Type of passport <input type="checkbox"/> Ordinary Passport <input type="checkbox"/> Diplomatic Passport <input type="checkbox"/> Service Passport	<input type="checkbox"/> Travel Document (1951 Convention) <input type="checkbox"/> Alien's passport <input type="checkbox"/> Seaman's Passport <input type="checkbox"/> Other (please specify) .....	
<b>14.</b> Passport number	<b>15.</b> Issue and expiry date	<b>16.</b> Place of issue
<b>17.</b> If you are resident in a country other than your country of origin, have you permission to return to that country? <input type="checkbox"/> No <input type="checkbox"/> Yes, (number and validity) .....		

**Supporting documents:**

**Valid passport**  
**Financial means**  
**Invitation**  
**Means of transport**  
**Other:**

<b>18.</b> Present occupation and profession	
<b>19.</b> Present work address	Telephone/ Fax Number
	E-mail address
<b>20.</b> Applicant's home address	Telephone number
	E-mail address

**Visa:**

**Refused**  
 **Granted**

<b>21.</b> Type of Visa: <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay	<b>22.</b> Number of entries requested <input type="checkbox"/> Single Entry <input type="checkbox"/> Multiple entry
<b>23.</b> Duration of stay- Visa is requested for: ..... days	

**24.** Have you ever been refused a visa for Turkey?  
 No  
 Yes - When..... Where.....

**25.** Have you ever been deported from or required to leave Turkey ?  
 No  
 Yes - When..... Where.....

**26.** In the case of transit, have you an entry permit for the final country of destination?  
 No  Yes, valid until: ..... Issuing authority:.....

**Type of Visa:**

- Single Entry  
 Multiple Entry

- Transit  
 Double Transit

- Tourist  
 Business

- Work  
 Education  
 Other

**27.** Purpose of trip  
 Official  Tourism  Business  Cultural/Sports  
 Private visit (family or friends)  Medical reasons  
 Other (please specify) .....

**28.** Date of arrival **29.** Date of departure

**30.** Port of first entry or transit route **31.** Means of transport

**32.** Who is paying for your trip and costs of living during your stay in Turkey?  
 Myself  Host person(s)  Host company  
 (State who and how and please submit corresponding documentation)  
 .....  
 .....

**33.** Name of host or company in Turkey and contact person in host company. If not applicable, give name of hotel or temporary address in Turkey.  
 Address Telephone/ Fax Number E-mail address

**34.** Means of support during your stay  
 Cash  Traveller's Cheque  Credit cards  Accomodation  
 Other: .....  
 Travel and/or health insurance. (optional) Valid until:.....

.....

**Valid**

**from:**.....

**To:**.....

**35.** Spouse's

Family name	Nationality
Maiden name	Date of birth
First name	Place of birth

**36.** Children (Application must be submitted seperately for each passport)  
Family Name: First name: Date of birth:

1.  
 2.  
 3.

**37.** I certify that I have read and understood all the questions set forth in this application form and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that possession of a visa does not automatically entitle me to enter the Republic of Turkey upon arrival at a port of entry.

If I fail to comply with the relevant provisions of the Turkish Passport Law No: 5682 and Law on the Residence and Travel of Aliens in Turkey No: 5683, my entry will be refused and in case of refusal, I will not claim any compensation.

**38.** Place and date **39.** Signature (for minors, signature of custodian /guardian)