



VIP SERVICES

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: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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: _____



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TURKMENISTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

ENTRY VISA (TOURIST):

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (2) TWO COMPLETED APPLICATION
(APPLICATIONS CAN BE COPIED)
- 4.) AN ORIGINAL LETTER OF INVITATION, NOTARIZED
BY THE MINISTRY OF FOREIGN AFFAIRES IN
TURKMENISTAN (**SEE NOTES BELOW**).
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEES: (SEE NEXT PAGE)

ENTRY VISA (BUSINESS):

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (2) TWO COMPLETED APPLICATION
(APPLICATIONS CAN BE COPIED)
- 4.) AN ORIGINAL LETTER OF INVITATION, NOTARIZED
BY THE MINISTRY OF FOREIGN AFFAIRES IN
TURKMENISTAN.
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CONSULATE FEES: (SEE NEXT PAGE)

NOTE: IF YOU DO NOT HAVE ANY CONTACTS IN TURKMENISTAN AND WILL BE TRAVELING AS A TOURIST YOU MAY CONTACT THE MINISTRY OF TOURISM AT(993-12-39-67-40). THEY CAN HELP YOU OBTAIN AN INVITATION.

VALIDITY: THE VALIDITY OF THE VISA IS DETERMINED BY THE AMOUNT OF CONSULATE FEE THAT IS PAID AND REQUESTED ON YOUR INVITATION.

REVISED: 10-3-2010 (KS)



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Visa Cost Schedule

Fees vary for the following countries: Afghanistan, Azerbaijan, Belgium, Georgia, Germany, Kazakhstan, Kyrgyzstan, Russia, United Kingdom, Uzbekistan; please make prior check.

Fees must be paid with money-order, in US\$, payable to the EMBASSY OF TURKMENISTAN.

Regular process - 10 business days

Expedited process – 3 business days.

Children 0-7 years of age – no consular fee;

7-16 years of age – 50% of consular fee plus the factual cost of visa (\$15).

Note: The prices in the table below already include the factual cost of visa.

VALIDITY	SINGLE ENTRY	MULTIPLE ENTRY	EXPEDITED SINGLE ENTRY	EXPEDITED MULTIPLE ENTRY
Up to 10 days	35	n/a	55	n/a
Up to 20 days	45	n/a	75	n/a
Up to 1 month	55	75	95	135
Each add. month	30	40	60	80
Up to 2 month	85	115	155	215
Up to 3 month	115	155	215	295
Up to 4 month	145	195	275	375
Up to 5 month	175	235	335	455
Up to 6 month	205	275	395	535
Up to 7 month	235	315	455	615
Up to 8 month	265	355	515	695
Up to 9 month	295	395	575	775
Up to 10 month	325	435	635	855
Up to 11 month	355	475	695	935
Up to 12 month	385	515	755	1015



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR./MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS A(N) (POSITION) FOR (COMPANY NAME). MR./MRS.
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED
EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR./MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,
(EMPLOYEE), 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.

EMBASSY OF TURKMENISTAN – CONSULAR SECTION

2207 Massachusetts Avenue NW Washington DC 20008 USA

tel: (202)588-1500; fax: (202)588-0697;

E-mail: turkmen@mindspring.com; http://www.turkmenistanembassy.org

IMPORTANT! Implementation of the following few additional steps is essential in order to process quickly your Application. Please read instructions also posted on our webpage and make changes as necessary before submitting to the Embassy. The information provided with the forms will be reflected in your visa and any corrections/changes afterwards may be highly time, effort and resource consuming. It may also lead to total decline of your Application or in certain cases to deportation upon arrival and annulment of your visa. **2 Applications per Applicant!** Please **do not fold or otherwise deteriorate the Application Forms** as they will not be admitted for processing. Forms must be filled in duly, without corrections, preferably typed or printed, **all fields** must be answered (enter "n/a" where applicable). **Recent identical photos of max. 6 months old** must be glued to each Application Form. Fees must be of exact amount in US funds, unless waived. Declined checks/ MOs subject to \$25 return fee.

PHOTO

Please glue,
do not
staple!

Maximum
Size 1.5 x 2 in.

Do not write or mark in this area! Resmilesdirilen wizanyň:			
№	Senesi:	Möhleti:	
Bahasy:	Esasy: №	Senesi:	

Visa Application Form

1	Surname/Last Name:	2	Name, Given Name(s):																		
3	Any Other Name(s) used before: (e.g. before marriage)	4	Date of Birth: (dd-mm-yyyy) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> </tr> </table>																		
5	Place of Birth:	6	Current Citizenship:																		
7	Citizenship at Birth:	8	Sex:	9	Family Status: <i>(e.g. single, married, widowed, separated, divorced)</i>																
10	Type of Passport: <i>(e.g. diplomatic; official/service; ordinary)</i>	11	Other Travel Document if none in #10 is applicable: <i>(in accordance with 1951 Convention)</i>																		
12	Passport #:	13	Valid from:	to:																	
14	Issuing Authority/Agency:																				
15	Children/Dependents included on your passport and traveling with you:																				
	<i>Full Name as written in Passport</i>	<i>Date of Birth: (dd-mm-yyyy)</i>	<i>Place Birth</i>																		
1																					
2																					
3																					
4																					
5																					
16	Type of Visa: (check all appropriate boxes)		Individual:	Group:																	
a	Diplomatic	<input type="checkbox"/>	f	Student	<input type="checkbox"/>																
b	Official (service)	<input type="checkbox"/>	g	Tourist	<input type="checkbox"/>																
c	Business	<input type="checkbox"/>	h	Medical	<input type="checkbox"/>																
d	Private	<input type="checkbox"/>	i	Driver	<input type="checkbox"/>																
e	Transit	<input type="checkbox"/>	j	Other	<input type="checkbox"/>																
17	Number of Entries and Duration of Stay:		a	Single	<input type="checkbox"/>																
	e	Number of days	<input type="checkbox"/>																		
	f	Number of months	<input type="checkbox"/>																		
	g	Number of years	<input type="checkbox"/>																		
	b	Double	<input type="checkbox"/>																		
	c	Triple	<input type="checkbox"/>																		
	d	Multiple	<input type="checkbox"/>																		
18	Date of Entry: (dd-mm-yyyy) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> </tr> </table>										19	Date of Exit: (dd-mm-yyyy) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> </tr> </table>									

20	Mean(s)/Type(s) of Transportation <i>(e.g. airplane, car, train, ferry, combination of all or some, other)</i>		
21	Number of Previous Trips to Turkmenistan:	<input type="text"/>	If any, provide Date(s):
22	a	Current Employment: <i>(Job Title, Position, Profession)</i>	b Employed since: <i>(mm-yyyy)</i> <input type="text"/>
	c	Affiliation: <i>(complete name & postal address)</i>	
	d	Tel., Fax, E-mail, Webpage, etc.:	
23	a	Permanent Residence Address in full :	
	b	Tel., Fax, E-mail, Webpage, etc.:	
24	Annual income <i>(in USD)</i>	25	Amount & Type of Funds Available for This Trip: <i>(cash, etc.)</i>
26	Who will pay for this trip?		
27	Where will you stay in Turkmenistan? <i>(complete postal address)</i>		
	Tel.	Fax:	29 His/Her Citizenship:
28	Name(s) of Host/Sponsor/Contact:		
30	Additional information, if any, related to you or your trip that you think may be useful in consideration of your application:		
31	<p><u>Declaration:</u></p> <ul style="list-style-type: none"> - I confirm that all information provided in this Application Form is correct to the best of my knowledge. - I am aware that any false statement(s) can lead to denial to enter/deportation from Turkmenistan even if I have valid visa. - In case of my/accompanying me person's denial to enter/deportation from Turkmenistan, I/we have no claim(s) to compensation. - I am aware that any false or incomplete statement(s) will lead to denial to obtain visa in future and may also render me liable to prosecution under the local law. - I do realize that myself and person(s) accompanying me are to leave Turkmenistan upon expiration of my/our visa. - I have read these provisions of Turkmenistan's Foreign Visitors Act governing the entrance, stay and leave by foreign nationals and under its penalty I undertake to follow them. 		
32	Signature:		
33	Date: <i>(dd-mm-yyyy)</i> <input type="text"/>		

GOŞMAÇA MAGLUMATLAR / *ADDITIONAL INFORMATION*

Men haýyşnamada ähli görkezilen maglumatlaryň doludygyny we dogrydygyny tassyklaýaryn.

I confirm that all information provided is correct and full to the best of my knowledge.

Maňa nädogry maglumatlar wizanyň Türkmenistanyň çäklerinde ýatyrylmagyna getirmekleriniň mümkindigi barada maglumat berildi.

I am aware that any false statements will lead to denial to enter Turkmenistan or annulment of the visa within Turkmenistan.

Türkmenistanyň ygtyýarly edaralary tarapyndan maňa we meniň bilen barýanlara Türkmenistanyň serhedinden geçmek rugsat berilmedik halatda wiza üçin tölenen puluň we beýleki harajatlaryň öwezini dolmagy talap etmezligi boyun alýaryn.

In case of my or accompanying me person denial to enter Turkmenistan, I/we have no claim(s) to compensation.

Nädogry ýa-da ýalňyş maglumatlaryň maňa indikide wiza berilmezligine we kanun esasynda jogapkärçilige getirýändigini bilýärim.

I am aware that any false or incomplete statements will lead to denial to obtain visa in future and may also render me liable to prosecution under the law.

Men we meniň bilen bile Türkmenistana barýanlar wizamyzyň möhleti gutaran dessine Türkmenistandan çykyp gitmelidigimizi bilýärim.

I do realize that myself and person accompanying me are to leave Turkmenistan upon the expiry of visa.

Senesi

Date _____

Şahsy goly

Applicant's signature _____

Wizanyň nomeri _____, görnüşi _____, möhleti _____

Berlen günü _____, esasy : № _____, " ____ " _____ 20__ý. Bahasy

20__ - nji ý _____ aýynyň ____-s

Men “Daşary yurt raýatlarynyň Türkmenistana gelmeginiň, ondan gitmeginiň, we onda bolmagynyň tertibi hakynda Düzgünnama” bilen tanyşdym we onuň talaplaryny doly berjaý etmegi borç edinýärim.

I have read provisions of Foreign Visitors Act, governing the entrance, stay and leave Turkmenistan by foreign nationals, and I undertake to follow them under its penalties.

Şahsy goly

Applicant's signature _____