



# 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#: \_\_\_\_\_  
  
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: \_\_\_\_\_

RESERVATION 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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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: TURKMENISTAN ENTRY VISA (TOURIST)

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COPY OF INFORMATION PAGE OF PASSPORT:	<u>1-COPY</u>	COMPANY LETTER:	_____
COPY OF INVITATION:	<u>1-ORIGINAL</u>	RELEASE LETTER:	_____

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)	_____
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (72 HOUR RUSH PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 7 TO 10 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON A 72 HOUR RUSH PROCESS FROM WHEN WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 03-05-2013 (KS)

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## TURKMENISTAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### ENTRY VISA (TOURIST):

- 1.) SIGNED U.S. PASSPORT (WITH AT LEAST ONE BLANK VISA PAGE AND A MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATION
- 4.) AN ORIGINAL LETTER OF INVITATION (OR A PERFECTLY CLEAR AND READABLE COPY), 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.) SIGNED U.S. PASSPORT (WITH AT LEAST ONE BLANK VISA PAGE AND A MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATION
- 4.) AN ORIGINAL LETTER OF INVITATION (OR A PERFECTLY CLEAR AND READABLE COPY), 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: 03-05-2013 (KS)

## 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 + factual cost of visa \$15;

7-16 years of age – 50% of consular fee + factual cost of visa \$15.

**Note:** Factual cost of visa has already been included in the prices below

### PRICE TABLE

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

# 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.

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

## Visa Application Form

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

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