



# 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\_\_\_\_\_





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## UKRAINE

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

THERE IS NO VISA REQUIRED FOR A U.S. PASSPORT HOLDER TRAVELING TO THE UKRAINE STAYING LESS THEN 90 DAYS AS LONG AS YOU HAVE NOT ENTERED THE UKRAINE WITHIN THE LAST 6 MONTHS. IF YOU HAVE ENTERED THE UKRAINE WITHIN THE LAST 6 MONTHS FROM YOUR DATE OF NEXT ENTRY THEN SUBMIT THE FOLLOWING DOCUMENTS:

#### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR HOTEL CONFIRMATION FROM THE HOTEL IN UKRAINE OR COMPLETE QUESTIONS #20 AND #22 ON THE VISA APPLICATION (IN DETAIL)
- 6.) APPLICATION FEE: \$140.00
- 7.) CONSULATE FEE: SEE NEXT PAGE FOR ADDITIONAL FEES

#### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) NO INVITATION IS REQUIRED IF YOU COMPLETE #20 AND #22 ON THE VISA APPLICATION (IN DETAIL)
- 7.) APPLICATION FEE: \$140.00
- 8.) CONSULATE FEE: SEE NEXT PAGE FOR ADDITIONAL FEES

VALIDITY: TOURIST VISAS ARE VALID FOR A SINGLE ENTRY UP TO (3) THREE MONTHS FROM THE DATE OF ISSUANCE. MULTIPLE ENTRY VISAS ARE VALID FROM 1 TO 3 YEARS. IF YOU DO NOT HAVE AN INVITATION OR IF YOU WILL BE STAYING WITH FAMILY OR FRIENDS BE SURE TO COMPLETE QUESTIONS #20 AND #22 (IN DETAIL) ON THE VISA APPLICATION. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULATE OFFICE.

REVISED: 04-28-2014 (KS)

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

## Visa Processing Fees

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Visa fees for US citizens

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PLEASE BE INFORMED THAT UKRAINE INTRODUCED A **VISA FREE REGIME** FOR CITIZENS OF THE **U.S.A.**, COUNTRIES OF **EUROPEAN UNION, CANADA, JAPAN, SWITZERLAND, NORWAY, SAN MARINO, MONACO, ICELAND, VATICAN, ANDORRA, LIECHTENSTEIN AND REPUBLIC OF KOREA**, WHO MAY STAY IN UKRAINE WITHOUT VISAS **UP TO 90 DAYS**.

A **passport** valid for six months beyond the planned date of travel **is required**.

For **citizens of the above mentioned countries** who enter Ukraine with the purpose of **employment, permanent residency, study and work** at the diplomatic missions of the above mentioned countries in Ukraine or with any other purpose if they are going to stay in Ukraine for **more than 90 days, visas are still required**.

**No visas are required for citizens of** the countries of the **Commonwealth of Independent States** (*except Turkmenistan*).

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### **VISA FEES for US citizens:**

All applicants need to pay for **every kind of visa** (*except listed below*) a **\$140** non-refundable **application fee**.

1.	Immigration visa IM-1 ( <i>only single entry</i> ) fee:	\$ 190
2.	Immigration visa IM-2 ( <i>only single entry</i> ) fee:	\$ 180
3.	Visa П-2 ( <i>single, double &amp; multi entry</i> ) fee:	\$ 10
4.	Cultural visa K and religious visa R fee:	\$ 150

**Attention:** Starting July 1, 2005 Ukraine sets [visa free regime for U.S. citizens](#).

On 30 June 2005, President of Ukraine Victor Yushchenko signed the Decree on the Establishment of Visa-Free Regime for Citizens of the United States of America, which introduced visa-free regime of entry to Ukraine and transit through its territory for U.S. citizens who may stay in Ukraine up to 90 days with at least six month intervals between visits.

The decision of the President will become an efficient step in the realization of principles of strategic partnership between Ukraine and USA; it will promote the popularization of Ukraine as a state adhering to the principle of free movement of people, goods, services and capitals.

Visa-free regime for U.S. citizens is the practical realization of one of priorities of the Ukrainian State in the context of strengthening ties of the Ukrainian Diaspora in the United States with their historical Motherland; it will also create favorable conditions of entry to our state for representatives of American business circles, and tourism development.

\* \* \*

#### **President's Decree No. 1008/2005**

#### **On the Establishment of Visa-Free Regime for Citizens of the United States of America**

With the aim to develop and realize into practice principles of the strategic partnership between Ukraine and the United States of America and guided by the aspirations to simplify the regime for mutual travels and to foster bilateral contacts in all fields of relationships, I issue a decree:

1. To introduce on July 1, 2005 visa free regime for the US citizens for entering Ukraine and for transit through the territory of Ukraine, if they visit Ukraine for the second time within 6 months from the date of their first visit to Ukraine for the period which doesn't exceed 90 days.
2. The Cabinet of Ministers of Ukraine should set the compensation mechanism for the State Budget of Ukraine and introduce other measures, deriving from this Decree.

**The President of Ukraine Victor Yushchenko**  
**June 30, 2005**

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**Attention:** On March 31, 2005 President Viktor Yushchenko signed the Decree #569/2005 entitled "[On Temporary Introduction of a Visa-Free Regime for Citizens of the Member-Countries of the European Union and the Confederation of Switzerland](#)". **The decree allows citizens of the member-countries of the European Union and Switzerland to enter Ukraine without visas from May 1 to September 1, 2005.**



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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 (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.

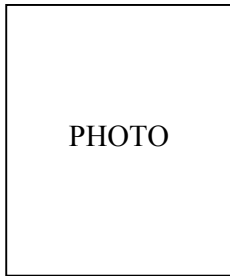
WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
(TRAVELER) THE APPROPRIATE (SINGLE OR MULTIPLE) ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

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!**

**APPLICATION**  
**for Ukraine entry and transit visa**  
 This application form is free



1* . Surname (Family name(s))				For official use only  Дата подачі заяви:  Номер заяви:  Заяву прийняв:  Подані документи: <input type="checkbox"/> паспортний документ <input type="checkbox"/> фінансове забезпечення <input type="checkbox"/> запрошення <input type="checkbox"/> транспортний засіб <input type="checkbox"/> поліс медичного страхування <input type="checkbox"/> інше:  Прийняте рішення: <input type="checkbox"/> в оформленні відмовити <input type="checkbox"/> оформити: <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> Д  <input type="checkbox"/> Дійсна:  Від ..... До .....  Кількість в'їздів: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Багаторазова  Кількість днів:  Корінець візової етикетки:  Дата оформлення:  Підпис працівника уповноваженого органу:					
2* . Surname at birth (Former family name(s))									
3* . First name(s) (Given name(s))									
4. Date of birth (day-month-year)		5. Place of birth						7. Current nationality	
		6. Country of birth						Nationality at birth, if different	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)						
10. In case of minors: Surname, first name, address (if different from applicant's ) and nationality of parental authority/legal guardian									
11. National identity number, where applicable									
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)									
13. Number of travel document		14. Date of issue						15. Valid until	
								16. Issued by	
17. Applicant's home address and e-mail address								Telephone number(s)	
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent..... No..... Valid until.....									
19. Current occupation									
20. Employer and employer's address and telephone number. For pupils and students – name, address and telephone number of educational establishment.									

\* Fields 1-3 shall be filled in in accordance with data in the travel document.

21. Main purpose of the journey: <input type="checkbox"/> Official, Business, Diplomatic visit <input type="checkbox"/> Tourism <input type="checkbox"/> Private (Visiting family or friends) <input type="checkbox"/> Study <input type="checkbox"/> Employment <input type="checkbox"/> Immigration (Entry for permanent residence) <input type="checkbox"/> Cultural or Sports <input type="checkbox"/> Religious <input type="checkbox"/> Transit <input type="checkbox"/> Other (please specify)	
22. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	23. Duration of intended stay or transit Indicate number of days
24. Visas to Ukraine issued during the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity: from..... to.....	
25. Entry permit for the final country of destination, where applicable: Issued by ..... Valid from ..... until .....	
26. Intended date of arrival to Ukraine	27. Intended date of departure from Ukraine
28. Surname and first name of the inviting person(s) in Ukraine. If not applicable, name of hotel(s) or address of applicant's temporary accommodation(s) in Ukraine	
29. Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s) in Ukraine	30. Telephone and telefax
31. Name and address of inviting company/organisation	32. Telephone and telefax of company/organisation
33. Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organization	
34. Cost of travelling and living during the applicant's stay is covered	
<input type="checkbox"/> by the applicant himself/herself Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Prepaid accommodation <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> by a sponsor (host, company, organization), please specify <input type="checkbox"/> referred to in field 28 or 33 <input type="checkbox"/> Other (please specify) Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)
35. Place and date	36. Signature (for minors, signature of parental authority/legal guardian)

I am aware that the visa fee is not refunded if the visa is refused

I am aware of and consent to the following: the collection of the data required by this application form, the taking of my two photographs and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of Ukraine and processed by those authorities, for the purposes of a decision on my visa application.

I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me on this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.

I undertake to leave the territory of Ukraine before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of Ukraine. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of the legislation of Ukraine and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the territory of Ukraine.

Place and date	Signature (for minors, signature of parental authority/legal guardian)
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