



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

<u>VISA PROCESSING</u>	<u>AND</u>	
<u>LIST COUNTRIES</u>	<u>AND</u>	
_____	-	
_____	-	
_____	-	

<u>CONSULATE FEES:</u>
<u>CONSULATE FEES:</u>
\$ _____
\$ _____
\$ _____

**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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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: UNITED KINGDOM BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	ONLINE APPLICATION (S):	<u>1-SIGNED</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	BANK STATEMENT:	<u>1-COPY</u>

OTHER: ORIGINAL GREEN CARD OR THE ORIGINAL I-94 AND THE USA VISA  
ALONG WITH ALL ORIGINAL USA IMMIGRATION DOCUMENTS. BE SURE  
TO SEND THE ORIGINAL BIOMETRICS DATA RECEIPT.

**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: (PREMIUM SERVICE-RUSH CONSULATE FEE)	<u>\$150.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAY RUSH PROCESS)	<u>                    </u>
OTHER FEES:	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

#### **\*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: 5 TO 7 DAYS  
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO REQUEST FOR THE VISA TO BE ISSUED WITHIN 4 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING FEE).

COMMENTS: SINCE THE APPLICATION HAS TO BE SUBMITTED BEFORE 10:00AM ON ANY GIVEN BUSINESS DAY-THERE COULD BE A ONE DAY DELAY IN SUBMITTING YOUR APPLICATION.

REVISED: 10-01-2011 (SDL)



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## UNITED KINGDOM

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE-  
FAILURE TO DO SO WILL CAUSE A DELAY IN  
PROCESSING THE APPLICATION
- 4.) HARD COPY OF THE COMPLETED ONLINE VISA  
APPLICATION
- 5.) BIOMETRIC DATA RECEIPT (ORIGINAL VERIFIED COPY)
- 6.) ORIGINAL GREEN CARD OR I-94 AND USA VISA
- 7.) LETTER FROM EMPLOYER (COPY IS OK)
- 8.) LETTER OF INVITATION (COPY IS OK)
- 9.) COPY OF MOST CURRENT BANK STATEMENT
- 10.) CONFIRMED TRAVEL ITINERARY OR COPY OF  
AIRLINE TICKETS
- 11.) PROOF OF HOTEL CONFIRMATION (COPY IS OK)
- 12.) CONSULATE FEES VARY AND ARE PREPAID ONLINE WHEN  
COMPLETING THE ONLINE APPLICATION
- 13.) \*PREMIUM SERVICE-RUSH CONSULATE FEE - \$150.00

### \*SPECIAL NOTE:

THE CONSULATE REQUIRES THAT WE PAY AN ONLINE RUSH  
CONSULATE FEE OF \$150.00 TO COVER THE PREMIUM SERVICE  
PROCESSING FEE. IF WE DO NOT PAY THE PREMIUM RUSH SERVICE  
FEE THE CONSULATE WILL NOT ACCEPT THE APPLICATION IN  
PERSON AND WILL REQUIRE THE APPLICATION TO BE SENT VIA  
MAIL TO THEIR CONSULATE-IF YOU ARE ASKING FOR A MULTIPLE  
ENTRY VISA TO BE VALID FOR MORE THEN 6 MONTHS-PLEASE BE  
SURE THAT THE LENGTH OF VALIDITY BE REQUESTED IN YOUR  
INVITATION AND COMPANY LETTER.

REVISED: 10-01-2011 (KS)

**AS A GENERAL GUIDE TO WHICH VISA YOU SHOULD APPLY FOR**  
**PLEASE READ THE FOLLOWING WITH PARTICULAR REFERENCE**  
**TO THE DISTINCTION BETWEEN THE VARIOUS**  
**DURATIONS OF MULTIPLE VISAS**

**Direct Airside Transit**

Issued where a passenger transits the U.K. without passing through Immigration, (i.e. changing planes without leaving the terminal).

**Visitor In Transit (6 months –Multiple Entry)**

Issued where a passenger transits the U.K. and passes through Immigration, (valid for a transit of up to 48 hours) passengers wishing to visit family or friends should apply for a standard visitor visa.

**Standard Visa (6 months-Multiple Entry)**

The most commonly issued visitor visa. Students going to study in the U.K. will pay the standard visa fee regardless of their length of stay. This visa is also required for passengers who need to pass through Immigration and visit family or friends while in transit.

**1 Year Multiple Entry**

Only issued to visitors who can show a need for frequent travel to the U.K. and who have had previous successful visa applications at this post. Primarily used for business visitors. (A letter from the applicant's employer confirming the need to visit the U.K. on a frequent and regular basis will be required). Not issued for general travel/vacation.

**2 Year Multiple Entry**

As for the 1 year visa, but issued only with a prior history of frequent travel to the U.K. and a previous successful application for a 1 year visa. Not issued for general travel/vacation.

**5 and 10 Year Multiple Entry**

As for the 2 year visa, but issued infrequently. Not issued for general travel/vacation.

## Visa nationals

Visa nationals are those who need a visa for every entry to the United Kingdom (UK), though some may be able to “Transit Without Visa”. Those who need visas for transit as well are listed below under Direct Airside transit. Read our [Transit - visa application guide](#) for more information.

Afghanistan	Georgia	Occupied Palestinian Territories
Albania	Ghana	Oman ( <b>but not</b> holders of Diplomatic or Special passport)
Algeria	Guinea	Pakistan
Angola	Guinea Bissau	Peru
Armenia	Guyana	Philippines
Azerbaijan	Haiti	Qatar ( <b>but not</b> holders of Diplomatic or Special passport)
Bahrain	India	Russia
Bangladesh	Indonesia	Rwanda
Belarus	Iran	Sao Tome & Principe
Benin	Iraq	Saudi Arabia
Bhutan	Ivory Coast	Senegal
Bolivia**	Jamaica***	Serbia
Bosnia-Herzegovina	Jordan	Sierra Leone
Burkina Faso	Kazakhstan	Somalia
Burma (Myanmar)	Kenya	South Africa*
Burundi	Korea (Dem. People's Rep)	Sri Lanka
Cambodia	Kosovo	Sudan
Cameroon	Kuwait	Surinam
Cape Verde	Kyrgyzstan	Swaziland*
Central African Republic	Laos	Syria
Chad	Lebanon	Tajikistan
China, People's Rep.of	Lesotho*	Tanzania
Colombia	Liberia	Taiwan - <b>but only if</b> : visiting for longer than 6 months; <b>or</b> intending to work; <b>or</b> your passport does not include a personal identification

		number
Comoros	Libya	Thailand
Congo, Democratic Republic of	Macau (travel permit only)	Togo
Congo, Republic of	Macedonia	Tunisia
Cuba	Madagascar	Turkey
Cyprus, northern part of	Malawi	Turkmenistan
Djibouti	Mali	Uganda
Dominican Republic	Mauritania	Ukraine
Ecuador	Moldova	United Arab Emirates ( <b>but not</b> holders of Diplomatic or Special passport)
Egypt	Mongolia	Uzbekistan
Equatorial Guinea	Montenegro	Vatican City (Holy See Service and Temporary Service passport holders only)
Eritrea	Morocco	Venezuela**
Ethiopia	Mozambique	Vietnam
Fiji	Nepal	Yemen
Gabon	Niger	Zambia
Gambia	Nigeria	Zimbabwe

\* Since 1 July 2009, nationals of South Africa, Lesotho and Swaziland need a visa to enter or transit through the UK.

\*\* Since 18 May 2009:

Nationals of Bolivia - need a visa to enter or transit through the UK.

Nationals of Venezuela - Holders of the new Venezuelan biometric, machine readable passports issued from 2007 will no longer require a visa to enter the UK for a visit lasting no more than 6 months, unless the category they are entering under requires a mandatory visa under the Immigration rules.

Venezuelan nationals holding passports issued before 2007 which are not biometric, machine readable will still need a visa to enter the UK no matter which category of entry clearance they are apply for.

\*\*\* Since 3 March 2009, nationals of Jamaica need a visa to enter or transit through the UK.

## Direct Airside Transit Visa (DATV) nationals

In addition to needing a visa to enter the United Kingdom, nationals of the following countries also need a visa to transit through the UK, known as Direct Airside Transit Visa (DATV). See our [Transit - visa application guide](#) for more information.

Afghanistan	Kosovo	Zimbabwe
Albania	Lebanon	
Algeria	Lesotho***	
Angola	Liberia	
Bangladesh	Macedonia	
Belarus	Malawi	
Bolivia**	Moldova	
Burma	Mongolia	
Burundi	Montenegro	
Cameroon	Nepal	
China, Peoples Republic of	Nigeria	
Colombia	Occupied Palestinian Territories	
Congo	Pakistan	
Congo, Democratic Republic of	Rwanda	
Cyprus, northern part of	Senegal	
Ecuador	Serbia (including documents issued by the United Nations Mission in Kosovo)	
Eritrea	Sierra Leone	
Ethiopia	South Africa*	
Gambia	Sudan	
Ghana	Somalia	
Guinea	Sri Lanka	
Guinea-Bissau	Swaziland***	
India	Tanzania	
Iran	Turkey	

Iraq	Uganda	
Ivory Coast	Venezuela**	
Jamaica***	Vietnam****	
Kenya	Yemen	

\* Since 1 July 2009, nationals of South Africa need a visa to enter or transit through the UK.

\*\* Since 18 May 2009, nationals of Bolivia and Venezuela need a visa to enter or transit through the UK. Venezuelan nationals holding valid biometric passports containing an electronic chip issued since 2007 will be exempt from the visa requirement.

\*\*\* Since 1 July 2009, nationals of Lesotho and Swaziland need a visa to enter or transit through the UK.

\*\*\*\* From 14 July 2011, nationals of Yemen need a visa to transit through the UK.

## Passengers exempt from the DATV requirement

Holders of certain documents are, regardless of nationality, exempt from the requirement to hold a Direct Airside Transit Visa when transiting the UK.

A transit passenger is not required to hold a transit visa if he holds, or a person with whom he arrives in the United Kingdom holds on his behalf:

1. a valid visa for entry to Australia, Canada, New Zealand or the United States of America and a valid airline ticket for travel via the United Kingdom as part of a journey from another country or territory to the country for which the visa is held;
2. a valid visa for entry to Australia, Canada, New Zealand or the United States of America and a valid airline ticket for travel via the United Kingdom as part of a journey from the country for which the visa is held to another country or territory;
3. a valid airline ticket for travel via the United Kingdom as part of a journey from Australia, Canada, New Zealand or the United States of America to another country or territory, provided that the transit passenger does not seek to transit the United Kingdom on a date more than six months from the date on which they last entered Australia, Canada, New Zealand or the United States of America with a valid visa for entry to that country;
4. a valid USA I-551 Permanent Resident Card issued on or after 21st April 1998;
5. a valid Canadian Permanent Resident Card issued on or after 28th June 2002;
6. a valid common format Category D visa for entry to an EEA State;
7. a valid common format residence permit issued by an EEA State pursuant to Council Regulation (EC) No. 1030/2002;
8. a diplomatic or service passport issued by the People's Republic of China; or
9. a diplomatic or official passport issued by India; or
10. a diplomatic or official passport issued by Vietnam.

Notes:

1. A valid U.S. immigrant visa packet (form 155A/155B) is a valid visa for DATV exemption purposes.
2. An expired I-551 Permanent Resident Card issued on or after 21 April 1998 when accompanied by an I-797 letter issued by the Bureau of Citizenship authorising its extension, exempts the holder from the DATV requirement.
3. Holding either an I-512 Parole letter or an I-797C (Notice of Action) instead of a valid U.S. visa; or a Transportation Letter instead of a valid U.S. Permanent Residence Card issued on or after 21 April 1998; or a U.S Visa Foil endorsed, "NOT A VISA. FOIL PREPARED AT DHS REQUEST" does NOT qualify for exemption from the DAT visa requirement.
4. Holding a valid travel document with a U.S. ADIT stamp worded – “Processed for I-551. TEMPORARY EVIDENCE OF LAWFUL ADMISSION FOR PERMANENT RESIDENCE VALID UNTIL.... EMPLOYMENT AUTHORIZED” does NOT qualify for exemption from the DAT visa requirement.
5. Whether holders of non-national (including refugee travel documents) require a DATV depends on their nationality and whether they qualify for one of the exemptions listed above. So, for instance, the holder of a non-national travel document (for example, a refugee travel document) who is a national or a citizen of one of the countries listed on the DATV list (for example, Afghanistan) will require a direct airside transit visa if they are travelling to the UK to transit on to a third country.

### **Transiting to the Republic of Ireland**

Passengers must pass through immigration control in order to take a flight to Ireland. Visa nationals (and passengers qualifying for DATV exemption above) may Transit without Visa providing they fulfil the TWOV conditions and are properly documented for entry into Ireland.

DATV nationals transiting to Ireland must obtain a visit visa - **not** a Visitor in Transit visa which is only for transit to a destination outside the Common Travel Area (Rules HC395 paragraph 47 refers).

All visa nationals wishing to transit the UK but spend longer doing so than the 24 hours permitted under the TWOV concession must obtain a visitor in transit visa for stays up to 48 hours or a visit visa.



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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!**

## United Kingdom Introduces Biometric Data Collection for All Visa Applicants

UK Visas, 11/26/2007

Effective December 3, 2007, the British government will introduce biometric data collection (10-finger scans and a digital photograph) as part of a world-wide biometric identification process, designed to protect an individual's identity, facilitate future entry to the UK, combat visa fraud and abuse of the UK's immigration and asylum systems.

From December 3, 2007, all visa applicants, irrespective of nationality, will be required to provide their biometric data when they apply for a visa for the United Kingdom.

To enable visa applicants to do this UKvisas have established an arrangement whereby the United States Citizenship and Immigration Services (USCIS) collect the biometric data of applicants for UK visas from their network of 129 Application Support Centers (ASCs). This arrangement with the Department of Homeland Security (DHS) will provide wide coverage of biometric collection points in the USA.

As of December 3, all UK visa applicants will need to schedule an online appointment to visit one of 129 USCIS Application Support Centers (ASCs) where they will be required to provide their fingerscans and a digital photograph in support of their application.

Unless otherwise advised, all visa applicants must provide their biometric data. The application cannot be processed if an applicant refuses, or cannot provide, acceptable biometric data.

Fingerscans will be collected from each applicant by using an electronic scanner. No ink, liquid or chemical will be used. A digital photograph will be taken at the same time and the whole biometric capture procedure should take no more than 10 minutes to complete.

### **Note:**

All applicants should ensure that their fingertips are free from any forms of decoration (henna, for example), abrasions or other markings, and that any facial cuts and bruises have healed or disappeared prior to providing their biometric data as these may affect their ability to provide acceptable fingerscans and photographs. Digital photographs cannot be taken with applicants wearing head coverings that hide the face, dark glasses, face or neck coverings.

For further information about the application process, visit [www.britainusa.com](http://www.britainusa.com) or call the WorldBridge user pay phone service at 1-900-656-5000 (\$3.00 per minute) or 212-796-5773 (\$12 per call, regardless of length).