



VIP PASSPORT SERVICES, INC.

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: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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UNITED KINGDOM BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) [CLICK HERE TO COMPLETE THE APPLICATION ONLINE](#) - FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING THE APPLICATION
- 4.) ONE (1) HARD COPY OF COMPLETED ONLINE VISA APPLICATION
- 5.) ONE (1) BIOMETRIC DATA RECEIPT (ORIGINAL VERIFIED COPY)
- 6.) PROOF OF VALID U.S. STATUS:
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - CLEAR NOTARIZED COPY OF THE U.S. GREEN CARD
 - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>) (SEE NOTE BELOW)
- 7.) ONE (1) LETTER FROM EMPLOYER (LETTER CAN BE A COLOR COPY)
- 8.) ONE (1) LETTER OF INVITATION (LETTER CAN BE A COLOR COPY)
- 9.) ONE (1) COPY OF MOST CURRENT BANK STATEMENT
- 10.) CONFIRMED TRAVEL ITINERARY OR COPY OF AIRLINE TICKETS
- 11.) ONE (1) COPY OF HOTEL CONFIRMATION
- 12.) CONSULATE FEE: FEES VARY DEPENDING ON NATIONALITY AND LENGTH OF VISA REQUEST. FEES ARE PAID ONLINE AT TIME OF APPLICATION COMPLETION.
- 13.) [CLICK HERE TO PAY THE PRIORITY SERVICE FEE OF \\$265.00*](#):
(FAILURE TO PROVIDE CONFIRMATION OF PAYMENT FOR ONLINE PRIORITY SERVICE FEES COULD CAUSE A ONE DAY DELAY IN PROCESS)
- 14.) INTERNATIONAL HEALTH SURCHARGE PAYMENT AND/OR REFERENCE NUMBER (WHEN APPLICABLE, [CLICK HERE FOR MORE DETAILS](#))
 - WHEN APPLICABLE, THIS REQUIREMENT IS NECESSARY BEFORE THE DOCUMENTS CAN BE SUBMITTED TO THE CONSULATE.
 - IF APPLICABLE TO THE REQUEST, AND PROOF OF PAYMENT AND/OR REFERENCE NUMBER IS NOT RECEIVED WITH DOCUMENTS, PROCESSING WILL BE DELAYED UNTIL IT IS RECEIVED.

CONTINUED →



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***SPECIAL NOTE:** THE CONSULATE REQUIRES THAT ALL APPLICATIONS BE ACCOMPANIED BY PAYMENT CONFIRMATION OF RUSH PRIORITY FEE OF \$265.00* (*FEE SUBJECT TO CHANGE*). IF WE DO NOT PAY THE PRIORITY RUSH SERVICE FEE, THE CONSULATE WILL NOT ACCEPT THE APPLICATION AND WILL REQUIRE THE APPLICANT APPEAR IN PERSON AT TH CONSULATE TO SUBMIT. IF REQUESTING A MULTIPLE ENTRY VISA VALID FOR MORE THAN 6 MONTHS, PLEASE BE SURE THAT THE LENGTH OF VALIDITY IS SPECIFICALLY REQUESTED IN THE INVITATION AND COMPANY LETTER. VISA APPLICATIONS REQUESTING A VALIDITY OF MORE THAN ONE YEAR COULD TAKE UP TO 3 WEEKS FOR PROCESSING.

SPECIAL PROCESSING TIME: IF YOU HOLD A RUSSIAN PASSPORT, AND YOU WILL BE APPLYING FOR A VISA WITH MORE THAN ONE YEAR OF VALIDITY, EXPECT THE PROCESS TIME TO TAKE BETWEEN 15 AND 28 BUSINESS DAYS.

NOTE: IF THE GREEN CARD OR I-94 AND U.S. VISA ARE TIED INTO A PREVIOUSLY EXPIRED PASSPORT, THE APPLICANT MUST ALSO SUBMIT THAT ORIGINAL PASSPORT WITH THE OTHER REQUIRED DOCUMENTS.

REVISED: 3-30-2018 (JENN)

**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 (but not holders of Diplomatic or Special passport)
Algeria	Guinea	Pakistan
Angola	Guinea Bissau	Peru
Armenia	Guyana	Philippines
Azerbaijan	Haiti	Qatar (but not 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 - but only if : visiting for longer than 6 months; or intending to work; or 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 (but not 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.

Venezuelan nationals holding passports, 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 (unless traveler has a passport with biometric information - ePassport)	
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 & Venezuela need a visa to enter or transit through the UK.

*** 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!