



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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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: (PAID ONLINE BY CREDIT CARD)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH PROCESS)	<u> </u>
FEDERAL EXPRESS FEES: (TO AND FROM LA)	<u>\$58.00</u>
OTHER FEES: <u>FED EX 1ST OVERNIGHT DELIVERY TO LOS ANGELES WHEN REQUESTING RUSH SERVICE</u>	<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: 4-7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED WITHIN 48 TO 72 HOURS 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-THERE WILL BE AN ADDITIONAL DELIVERY FEE OF \$46.00 WHEN REQUESTING RUSH SAME DAY SERVICE TO COVER THE EXPENSE OF FEDEX 1ST OVERNIGHT DELIVERY TO LA.

REVISED: 05-31-2010 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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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-[CLICK HERE](#) TO FIND THE
LOCATION THAT SERVICES YOUR AREA
- 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 THAT WERE PAID ONLINE:
\$132.00 - SINGLE/6 MONTH MUTIPLE ENTRY VISA
\$420.00 - ONE YEAR MULTIPLE ENTRY

SPECIAL NOTE:

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: 05-31-2010 (SDL)

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.

1. Subject to paragraph 2 below the following persons need a visa for the United Kingdom:

(a) Nationals or citizens of the following countries or territorial entities:

Afghanistan

Albania

Algeria

Angola

Armenia

Azerbaijan

Bahrain

Bangladesh

Belarus

Benin

Bhutan

Bolivia (see memo below)

Bosnia Herzegovina

Burkina Faso

Burma

Burundi

Cambodia

Cameroon

Cape Verde

Central African Republic

Chad

People's Republic of China (except those referred to in sub-paragraphs 2(d) and (e) of this Appendix)

Colombia

Comoros

Congo

Cuba

Democratic Republic of the Congo

Djibouti

Dominican Republic

Ecuador

Egypt

Equatorial Guinea

Eritrea

Ethiopia

Fiji

Gabon

Gambia

Georgia

Ghana

Guinea

Guinea Bissau

Guyana

Haiti
India
Indonesia
Iran
Iraq
Ivory Coast
Jamaica
Jordan
Kazakhstan
Kenya
Korea (North)
Kuwait
Kyrgyzstan
Laos
Lebanon

Lesotho (see memo below)

Liberia
Libya
Macedonia
Madagascar
Malawi
Mali
Mauritania
Moldova
Mongolia
Morocco
Mozambique
Nepal
Niger
Nigeria
Oman
Pakistan
Peru
Philippines
Qatar
Russia
Rwanda
Sao Tome e Principe
Saudi Arabia
Senegal
Sierra Leone
Somalia

South Africa (see memo below)

Sri Lanka

Sudan
Surinam

Swaziland (see memo below)

Syria
Taiwan
Tajikistan
Tanzania
Thailand
Togo
Tunisia
Turkey
Turkmenistan
Uganda
Ukraine
United Arab Emirates
Uzbekistan

Venezuela (see memo below)

Vietnam
Yemen
Zambia
Zimbabwe

The territories formerly comprising the socialist Federal Republic of Yugoslavia

(b) Persons who hold passports or travel documents issued by the former Soviet Union or by the former Socialist Federal Republic of Yugoslavia.

(c) Stateless persons.

(d) Persons who hold non-national documents.

2. The following persons do not need a visa for the United Kingdom:

(a) those who qualify for admission to the United Kingdom as returning residents in accordance with paragraph 18;

(b) those who seek leave to enter the United Kingdom within the period of their earlier leave and for the same purpose as that for which that leave was granted, unless it

(i) was for a period of six months or less; or

(ii) was extended by statutory instrument or by section 3C of the Immigration Act 1971 (inserted by section 3 of the Immigration and Asylum Act 1999);

(c) DELETED

(d) those nationals or citizens of the People's Republic of China holding passports issued by Hong Kong Special Administrative Region; or

(e) those nationals or citizens of the People's Republic of China holding passports issued by Macao Special Administrative Region.

(f) those who arrive in the United Kingdom with leave to enter which is in force but which was given before arrival so long as those in question arrive within the period of their earlier leave and for the same purpose as that for which leave was granted, unless that leave -

(i) was for a period of six months or less, or

(ii) was extended by statutory instrument or by section 3C of the Immigration Act 1971 (inserted by section 3 of the Immigration and Asylum Act 1999).

Beginning on 3-3-2009 the following rules will be imposed:

Visa checks are to be introduced for five countries after they failed to pass the United Kingdom's strict new Visa Waiver Test.

Following the Government's first global review of who needs a visa to come to the United Kingdom, visas will now be required for visitors from Bolivia, Lesotho, South Africa, Swaziland and Venezuela.

Already, three-quarters of the world's population need to apply for a visa if they want to visit the United Kingdom.

Widening the visa net is part of the Government's action to tighten border security. There is now a triple ring of security protecting the United Kingdom: fingerprint visas that lock people to one identity, a high-tech electronic borders system which checks people against watchlists, and identity cards for foreign nationals.

The Visa Waiver Test reviewed all non-European countries and regions to determine the risk their citizens potentially posed to the United Kingdom - in terms of illegal immigration, crime and security - by not having to apply for a visa before they travelled.

In July 2008 the UK Border Agency found that 11 countries fell short of the required standard. Over the past six months, the Agency and the Foreign and Commonwealth Office have worked closely with those countries to improve their passport and border control systems. It has now been decided that visa checks are required for five of them in order to stop fraudulent attempts to enter the United Kingdom.

Nationals of Bolivia, Lesotho, South Africa, Swaziland and Venezuela already need a visa to work or settle in the United Kingdom, as do all nationals of countries outside the European Economic Area.

Now they will need to apply for a visa even if they are visiting the United Kingdom for less than six months. In the case of Venezuela, visitors who have new secure fingerprint passports issued since 2007 will be allowed to enter the United Kingdom without applying for a visa.

Border and Immigration Minister Phil Woolas said:

"The Government said it would get tough and we meant it. Already our shake-up of border security is delivering results, with three million fingerprints taken from visa applicants and 3,000 people caught trying to hide their identity.

"Today's announcement sees these tough checks extended to a further five countries.

"The message is clear - we will not shy away from widening the visa net further wherever we think there's a risk to the UK."

Additionally, anyone wishing to travel from Bolivia, Lesotho, South Africa, Swaziland or Venezuela to another country via the United Kingdom will now need a transit visa. The same transit visa requirements have been extended to Jamaican nationals wanting to pass through the United Kingdom.

Everyone applying for a visa to enter the United Kingdom is now fingerprinted, locking them to one identity, and checked against Government watchlists. They are then screened and counted in and out of the United Kingdom using the UK Border Agency's e-Borders system.

First-time visitors to the United Kingdom from South Africa will need to apply for visas from 3 March 2009, with the full visa regime there and in the other countries coming into effect by mid-2009.

The visa regime for Taiwanese passport holders will be lifted as a result of the Visa Waiver Test. This will take effect from 3 March 2009.



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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.

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 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).