



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__

Specializing in Visas, Passports, Document Legalization and Translations



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: UZBEKISTAN BUSINESS VISA

DOCUMENTS REQUIRED:

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

OTHER: SEE NEXT PAGES FOR MORE DETAILED INFORMATION.

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)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 TO 6 DAY PROCESS)	<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: 7 TO 15 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST FOR THE VISA TO BE ISSUED WITHIN 4 TO 6 DAYS FROM WHEN WE SUBMIT THE APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: THE VISA OFFICER RECOMMENDS THAT YOU DO NOT PURCHASE NON REFUNDABLE OR NON CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

REVISED: 04-11-2014 (SW)



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UZBEKISTAN BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **U.S. PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **(1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) **CLICK HERE TO COMPLETE THE APPLICATION ONLINE**-THE CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-PRINTED OUT, SIGNED AND SENT TO OUR OFFICE ALONG WITH THE REST OF THE SUPPORTING DOCUMENTS-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION.
- 4.) **COPY OF YOUR TRAVEL ITINERARY**
- 5.) **COMPANY LETTER OF GUARANTEE**
- 6.) MULTIPLE ENTRY OR SINGLE ENTRY VISAS ARE ONLY ISSUED UPON THE CONFIRMATION RECEIVED BY THE EMBASSY FROM THE MINISTRY OF FOREIGN AFFAIRS IN UZBEKISTAN. FORMAL WRITTEN REQUEST FOR THE ISSUANCE OF THE VISA MUST BE SUBMITTED BY THE INVITING ORGANIZATION IN UZBEKISTAN TO THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS (ADDRESS: 9 UZBEKISTAN STREET, TASHKENT, 10029)
- 7.) **COPY OF THE CONFIRMATION** FROM YOUR CONTACT IN UZBEKISTAN INDICATING THE APPROVAL HAS BEEN SENT TO THE EMBASSY
- 8.) **CONSULATE FEES:**
 - \$160.00 – ALLOW 10-15 WORKING DAYS
 - \$240.00 – ALLOW 3-6 WORKING DAYS

VALIDITY: THE VISA WILL BE VALID FOR THE LENGTH OF TIME AND THE NUMBER OF ENTRIES AS AUTHORIZED BY THE MINISTRY OF FOREIGN AFFAIRS AND CAN BE ISSUED VALID FOR MULTIPLE ENTRIES UP TO 4 YEARS (LENGTH OF STAY AND THE NUMBER OF ENTRIES ARE ISSUED AT THE DISCRETION OF THE VISA OFFICER)

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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!