



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#: _____

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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PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST/ENTRY VISA:

- 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.) COVER LETTER TO THE CONSULATE DETAILING THE
PURPOSE OF YOUR VISIT
- 6.) CONSULATE FEES:
 \$160.00 - ALLOW 10-15 WORKING DAYS
 \$240.00 - ALLOW 3-6 WORKING DAYS

VALIDITY: YOUR VISA WILL BE VALID FOR THE LENGTH OF TIME
REQUESTED ON THE APPLICATION AND CAN BE ISSUED VALID
FOR MULTIPLE ENTRIES UP TO 4 YEARS (THE NUMBER OF
ENTRIES AND THE LENGTH OF STAY IS ISSUED AT THE SOLE
DISCRETION OF THE VISA OFFICER)

IMPORTANT MEMO: IF THE CONSULATE SUSPECTS YOU WILL BE
TRAVELING FOR ANY OTHER PURPOSE THAN TOURISM
OR VISITING FRIENDS OR FAMILY MAY BE REFERRED
TO THE HOME GOVERNMENT FOR APPROVAL AND CAN
TAKE A UNDETERMINED AMOUNT OF TIME TO BE
APPROVED.

REVISED: 05-13-2012 (SDL)