



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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VIETNAM

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

ENTRY VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT - TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COPY OF INVITATION (IF AVAILABLE)
- 6.) NOTARIZED COPY OF PERMANENT RESIDENCE CARD (U.S. GREEN CARD) OR ORIGINAL U.S. VISA AND I-94
- 7.) CONSULATE FEE:
 - \$ 70.00 - SINGLE ENTRY - ONE MONTH VALIDITY
 - \$ 90.00 - SINGLE ENTRY - THREE MONTH VALIDITY
 - \$120.00 - MULTIPLE ENTRY - ONE MONTH VALIDITY
 - \$150.00 - MULTIPLE ENTRY - THREE MONTH VALIDITY

RUSH PROCESSING: WHEN REQUESTING THE VISA TO BE ISSUED ON A RUSH PROCESS THE CONSULATE CHARGES THE ADDITIONAL CONSULATE FEES:
\$30.00 - LESS THEN 4 DAYS PROCESSING

PLEASE NOTE: IF YOUR PASSPORT INDICATES THAT YOUR PLACE OF BIRTH IS VIETNAM, YOU ARE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION. PLEASE CALL VIP SO WE CAN GET YOU THE CORRECT APPLICATION.

VALIDITY: THE CONSULATE WILL ISSUE THE VISA ACCORDING TO THE DATES LISTED ON YOUR VISA APPLICATION.

SINGLE ENTRY: WILL ALLOW YOU TO ENTER AND EXIT ONE TIME FOR A STAY UP TO 30 CONSECUTIVE DAYS.

MULTIPLE ENTRY: MULTIPLE ENTRY VISA CAN BE ISSUED VALID FROM 30 DAYS TO 90 DAYS (AS LISTED ON THE VISA APPLICATION). IF YOU NEED TO STAY LONGER THEN 30 CONSECUTIVE DAYS OR IF YOU NEED THE VISA TO BE VALID FOR MORE THAN 90 DAYS - YOU WILL BE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL INVITATION FROM THE MINISTRY IN VIETNAM.

REVISED: 10-19-2011 (KS)

Specializing in Visas, Passports, Document Legalization and Translations

Visa Approval/Reference Number (if any):



CONSULATE GENERAL OF VIETNAM
IN HOUSTON

5251 Westheimer Rd, Suite 1100
Houston, Texas 77056
Tel: 713-850-1233 Fax: 713-810-0159
http://www.vietnamconsulateinhouston.org

VISA
APPLICATION
(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

02 Photo
(2 inches x 2 inches)
- 01 glued here
- 01 stapled to
this form for a
loose -leaf visa
request

1. Name (in block letters):

.....
Family name First name Middle name

2. Date of birth:...../...../.....
Date / Month / Year

3. Male: Female

4. Place of birth:.....

5. Nationality at birth:.....

Nationality at present:.....

6. Passport number:.....

Date of issue:.....

Date of expiry:.....

7. Profession:.....

Place of employment:.....

.....
.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not Accepted)

.....
.....
.....

Telephone (Home):.....

9. Purpose of visit to Vietnam:

.....
.....
.....

10. Name, address of your contact (sponsor, host, hotel...) in Vietnam (if any)

.....
.....
.....
.....
.....

11. Proposed date of entry:

...../...../.....
Date / Month / Year

Proposed date of exit:

...../...../.....
Date / Month / Year

12. Requesting a visa good for:

• Times of entries:

- Single (one time) visit

- Multiple visits

• Length of stay:

- One month

- 03 months

- Less than 6 Months (with an approval only)

- Up to one year (with an approval only)

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant

Check list: Before submitting, make sure you have included:

- Original Passport (for a **visa sticker request**); or Passport copy (front photo page, for a **loose-leaf visa request**)
- Completed and signed Application with One Photo glued or stapled;
- Visa Fee: Money Order (or Cashier's Check); and
- Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).