



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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YEMEN ARAB REPUBLIC

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. 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.) A COVER LETTER EXPLAINING THE PURPOSE OF YOUR TRIP AND IF YOU WANT A SINGLE OR MULTIPLE ENTRY VISA
- 6.) LETTER FROM THE APPLICANTS DOCTOR ON THE DOCTORS OFFICE LETTERHEAD CONFIRMING THE ABSENCE OF ANY CONTAGIOUS DISEASES
- 7.) CONSULATE FEES:
 - \$27.00 - 3 MONTH SINGLE ENTRY (REGULAR PROCESS)
 - \$57.00 - 3 MONTH SINGLE ENTRY (RUSH PROCESS)
 - \$62.00 - 6 MONTH MULTIPLE ENTRY (REGULAR PROCESS)
 - \$92.00 - 6 MONTH MULTIPLE ENTRY (RUSH PROCESS)

BUSINESS VISA:

- 1.) U.S. 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.) A COMPANY LETTER OF GUARANTEE
- 6.) COPY OF INVITATION FROM YOUR CONTACT IN YEMEN (**IF THE EMBASSY IS FAMILIAR WITH YOUR EMPLOYER HERE IN THE USA THEN THE INVITATION REQUIREMENT CAN BE WAIVED**)
- 7.) LETTER FROM THE APPLICANTS DOCTOR ON THE DOCTORS OFFICE LETTERHEAD CONFIRMING THE ABSENCE OF ANY CONTAGIOUS DISEASES
- 8.) CONSULATE FEES:
 - \$27.00 - 3 MONTH SINGLE ENTRY (REGULAR PROCESS)
 - \$57.00 - 3 MONTH SINGLE ENTRY (RUSH PROCESS)
 - \$62.00 - 6 MONTH MULTIPLE ENTRY (REGULAR PROCESS)
 - \$92.00 - 6 MONTH MULTIPLE ENTRY (RUSH PROCESS)

VALIDITY: THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHO'S DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF YEMEN.

REVISED: 01-21-2010 (SDL)



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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!

ATTACH
PHOTOS
HERE



إستمارة طلب تأشيرة دخول

APPLICATION FORM FOR ENTRY VISA

سفارة الجمهورية اليمنية (واشنطن)
القنصل القنصلي ()
Embassy of Yemen Republic
Washington D.C.
Consular Section
()

APPLICANT INFORMATION:	
1- Full name & Surname (الاسم الكامل واللقب):	
2- Nationality (الجنسية):	3- Sex (الجنس):
4- Place & Date of Birth (مكان وتاريخ الميلاد):	
5- Marital Status (الحالة الاجتماعية):	6- Profession (المهنة):
7- Passport No (رقم جواز السفر):	8- Type (النوع):
9- Place & Date of Issue (مكان وتاريخ صدوره):	10- Expires on (تاريخ انتهاء صلاحيته):
11- Other names Shown in Passport (أفراد الأسرة المدرجة أسمائهم بالجواز):	
12- Permanent Address (العنوان الدائم):	
13- Phone Number (رقم الهاتف):	
14- Purpose of visit (الغرض من السفر):	
15- Duration of visa requested (مدة التأشيرة المطلوبة):	16- No. of entries requested (عدد السفرات المطلوبة):
17- Period of stay in Yemen (مدة الإقامة في اليمن):	
18- Address in Yemen (العنوان في اليمن):	
19- Reference in Yemen (المرجع في اليمن):	

I hereby declare that the above information is accurate, and that I will fulfill and obey the laws and regulations of the Republic of Yemen.

أقر بصحة البيانات المدونة أعلاه وأتعهد
بإحترام قوانين وأنظمة الجمهورية اليمنية

Signature (التوقيع)

Date (التاريخ)

OFFICIAL USE ONLY	
منحت للطالب تأشيرة مرور : دبلوماسية / خاصة / لمهمة / للزيارة / للسياحة / للتجارة / للعمل / للدراسة / للمرافقة	
برقم:	بتاريخ:
لغرض:	ومدة البقاء في اليمن:
والرسم المحصل قدره:	رقم سند التحصيل:
أساس صرف التأشيرة:	أو مجانا:

ختم القنصلية

إسم وتوقيع القنصل العام

توقيع الموظف المختص

THE FOLLOWING ATTACHEMENTS MUST BE SUBMITTED WITH THIS FORM FOR PROCESSING
(مرفقات يجب تقديمها مع الاستمارة)

VALID PASSPORT
TWO (2) PASSPORT PHOTOS
COPY OF RETURN TICKET or ITINERARY
HEALTH CERTIFICATE or DOCTOR'S NOTE

جواز السفر ساري المفعول
صورتين شمسيتين مقاس 6x4
تذكرة سفر ذهاب وإياب
شهادة صحية