



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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\_\_\_\_\_





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## YEMEN ARAB REPUBLIC

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COPY OF TRAVEL ITINERARY
- 5.) COVER LETTER EXPLAINING THE PURPOSE OF TRIP  
AND IF YOU WANT A SINGLE OR MULTIPLE ENTRY VISA
- 6.) LETTER FROM THE APPLICANT'S DOCTOR ON THE DOCTOR'S  
LETTERHEAD CONFIRMING THE ABSENCE OF ANY  
CONTAGIOUS DISEASES
- 7.) CONSULATE FEES:
  - \$35.00 - 3 MONTH SINGLE ENTRY (REGULAR PROCESS)
  - \$65.00 - 3 MONTH SINGLE ENTRY (RUSH PROCESS)
  - \$65.00 - 6 MONTH MULTIPLE ENTRY (REGULAR PROCESS)
  - \$95.00 - 6 MONTH MULTIPLE ENTRY (RUSH PROCESS)

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COPY OF TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) COPY OF INVITATION FROM CONTACT IN YEMEN (IF THE  
EMBASSY IS FAMILIAR WITH YOUR EMPLOYER HERE IN  
THE U.S., THEN THE INVITATION REQUIREMENT CAN BE  
WAIVED)
- 7.) LETTER FROM THE APPLICANT'S DOCTOR ON THE DOCTOR'S  
OFFICE LETTERHEAD CONFIRMING THE ABSENCE OF ANY  
CONTAGIOUS DISEASES
- 8.) CONSULATE FEES:
  - \$35.00 - 3 MONTH SINGLE ENTRY (REGULAR PROCESS)
  - \$65.00 - 3 MONTH SINGLE ENTRY (RUSH PROCESS)
  - \$65.00 - 6 MONTH MULTIPLE ENTRY (REGULAR PROCESS)
  - \$95.00 - 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, WHOSE DECISIONS ARE BASED ON  
THE LAWS AND REGULATIONS OF YEMEN.

REVISED: 12-17-2012 (JEN)



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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 السفارات 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 مجاناً:

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