



# 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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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: IRAN BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	COPY OF TRAVEL ITINERARY:	<u>1</u>
COMPANY LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: BE SURE THE INVITATION LIST THE PRE-APPROVED AUTHORIZATION NUMBER YOUR SPONSOR RECEIVED FROM THE FOREIGN MINISTRY IN TEHRAN.

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: (3 TO 4 DAY PROCESS)	<u>                    </u>
OTHER FEES:	<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: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST FOR THE VISA TO BE ISSUED WITHIN 3 TO 4 DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE DAY WE SUBMIT THE APPLICATION INTO THE EMBASSY.

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 10-22-2016 (SDL)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## IRAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### ENTRY VISA:

- 1.) SIGNED PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) (1) ONE PASSPORT TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION (SIGNED)
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) \*INVITATION LETTER FROM YOUR SPONSOR (INDICATING THE AUTHORIZATION NUMBER FROM THE FOREIGN MINISTRY IN TEHRAN)
- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) CONSULATE FEE:
  - \$120.00 - SINGLE ENTRY (REGULAR PROCESS)
  - \$178.00 - SINGLE ENTRY (RUSH PROCESS)

**RUSH PROCESSING:** THE CONSULATE CHARGES AN ADDITIONAL \$58.00 TO ISSUE THE VISA WITHIN 3 TO 4 DAYS FROM THE DAY THEY HAVE RECEIVED THE PASSPORT AND ALL THE SUPPORTING DOCUMENTS.

**VALIDITY:** THE EMBASSY WILL ISSUE THE VISA VALID FOR THE DATES AND NUMBER OF ENTRIES AS LISTED IN THE APPROVAL THEY RECEIVE FROM THE FOREIGN MINISTRY.

**\*SPECIAL MEMO:** THE EMBASSY WILL ACCEPT THE APPLICATION WITHOUT THE INVITATION AS LONG AS THE AUTHORIZATION NUMBER FROM THE FOREIGN MINISTRY IS LISTED IN THE COMPANY LETTER FROM THE APPLICANT'S USA EMPLOYER.

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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). (PLEASE INCLUDE THE  
AUTHORIZATION NUMBER FROM THE FOREIGN MINISTRY IF AVAILABLE)

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 DOUBLE) 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!**

بسمه تعالی

دفتر حفاظت منافع جمهوری اسلامی ایران - واشنگتن دی سی

EMBASSY OF PAKISTAN

INTERESTS SECTION OF THE ISLAMIC REPUBLIC OF IRAN

2209 WISCONSIN AVENUE N.W., WASHINGTON, DC 20007, TEL: (202) 965-4990-4, FAX: (202) 965-1073

WWW.DAFTAR.ORG, E-MAIL ADDRESS: INFO@DAFTAR.ORG

PLEASE CLIP YOUR PICTURE HERE. DO NOT GLUE OR STAPLE THE PICTURE. PUT YOUR NAME ON THE BACK OF THE PICTURE.

VISA APPLICATION

پرسشنامه درخواست روادید

FOR OFFICE USE ONLY

مخصوص قسمت اداری

شماره روادید	نوع روادید	مدت اقامت
تاریخ صدور	مدت اعتبار	مجوز و تاریخ صدور

ALL QUESTIONS ON THIS FORM MUST BE ANSWERED FOR THE APPLICATION TO BE CONSIDERED

PLEASE PRINT CLEARLY IN ENGLISH, USING THE INFORMATION IN YOUR PASSPORT

FIRST NAME:	نام:	OCCUPATION:	شغل:
LAST NAME:	نام خانوادگی:	FORMER OCCUPATION:	شغل قبلی:
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	جنسیت: <input type="checkbox"/> مرد <input type="checkbox"/> زن	نوع ویزای شما در کشور محل اقامت: YOUR VISA STATUS IN THE COUNTRY OF YOUR RESIDENCE:	
PLACE & DATE OF BIRTH:	تاریخ و محل تولد:	EDUCATION:	تحصیلات:
PRESENT NATIONALITY:	تابعیت فعلی:	PASSPORT NO:	شماره گذرنامه:
FORMER NATIONALITY:	تابعیت قبلی:	EXPIRATION DATE:	تاریخ خاتمه اعتبار:
FATHER'S NAME:	نام پدر:	MARITAL STATUS:	وضعیت تاهل: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> متاهل <input type="checkbox"/> مجرد <input type="checkbox"/> مطلقه
FATHER'S NATIONALITY:	تابعیت پدر:	IF MARRIED, NAME & NATIONALITY OF SPOUSE: در صورت تاهل، نام و تابعیت همسر:	
TYPE OF VISA REQUESTED:		نوع روادید درخواستی:	
<input type="checkbox"/> TOURISM/جهانگردی <input type="checkbox"/> PILGRIMAGE/زیارتی <input type="checkbox"/> OFFICIAL/ورود <input type="checkbox"/> JOURNALISM/خبرنگاری <input type="checkbox"/> DIPLOMATIC/سیاسی <input type="checkbox"/> OTHER/متفرقه			
NUMBER OF ENTRIES REQUESTED:		دفعات ورود درخواستی به ایران:	
<input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE		<input type="checkbox"/> یکبار <input type="checkbox"/> دوبار	
PURPOSE OF VISIT TO THE I.R. OF IRAN:		منظور از مسافرت به ایران:	
DATE OF DEPARTURE FROM THE COUNTRY OF RESIDENCE:		تاریخ حرکت از کشور محل اقامت:	
DATE OF ENTRY TO THE I.R. OF IRAN:		تاریخ ورود به ایران:	
DURATION OF STAY IN THE I.R. OF IRAN:		مدت اقامت در ایران:	
HAVE YOU EVER APPLIED FOR VISA TO THE I.R. OF IRAN?		آیا تاکنون برای مسافرت به ایران درخواست روادید کرده اید؟	
<input type="checkbox"/> YES <input type="checkbox"/> NO, IF YES, WHEN & WHERE?		<input type="checkbox"/> بله <input type="checkbox"/> خیر، اگر بله، کی و کجا؟	
HAS YOUR VISA APPLICATION TO THE I.R. OF IRAN EVER BEEN REJECTED?		در صورت مخالفت قبلی با صدور روادید، تاریخ آن را اعلام نمایید:	
<input type="checkbox"/> YES <input type="checkbox"/> NO, IF YES, WHEN & WHY?			
HAVE YOU EVER VISITED THE I.R. OF IRAN BEFORE?		آیا تاکنون به ایران مسافرت کرده اید؟	
<input type="checkbox"/> YES <input type="checkbox"/> NO, IF YES, WHEN & WHY?		<input type="checkbox"/> بله <input type="checkbox"/> خیر، اگر بله، تاریخ و علت آن را توضیح دهید:	
LIST ALL CITIES IN THE I.R. OF IRAN YOU HAVE VISITED:		شهرهایی را که در ایران از آنها دیدن کرده اید را نام ببرید:	

WILL YOU BE ACTIVE IN JOURNALISTIC AFFAIRS OR SCIENTIFIC RESEARCH IN THE I.R. OF IRAN?

آیا قصد کار خبرنگاری و یا تحقیقاتی در ایران دارید؟

YES

NO

بله  خیر

NAME OF THE INDIVIDUALS YOU PLAN TO MEET WITH IN THE I.R. OF IRAN:

نام اشخاصی که قصد ملاقات با آنها را دارید، بنویسید:

PLEASE ENTER THE NAME & ADDRESS OF TWO OF YOUR FRIENDS OR RELATIVES IN IRAN:

آدرس و تلفن دو تن از دوستان یا بستگان خود را در ایران بنویسید:

1- NAME:

TEL:

ADDRESS:

2- NAME:

TEL:

ADDRESS:

LIST ALL COUNTRIES YOU HAVE VISITED:

کشورهایی را که تاکنون از آنها دیدن کرده اید را نام ببرید:

LIST ALL COUNTRIES YOU STAYED MORE THAN SIX MONTHS:

در صورتی که توقف بیش از شش ماه در کشوری داشته اید، آن کشورها را نام ببرید و دلیل آن را توضیح دهید:

HAVE YOU EVER HAD ANY HISTORY OF ARRESTS OR CONVICTIONS IN ANY COUNTRY? IF YES, PLEASE EXPLAIN:

آیا تاکنون در هیچ کشوری سابقه کیفری و دستگیری داشته اید؟ اگر بله، لطفاً توضیح دهید:

HAVE YOU EVER BEEN INFECTED BY ANY CONTAGIOUS DISEASES? IF YES, PLEASE EXPLAIN:

آیا تاکنون به بیماری مزمنی که میتواند سلامتی جامعه را به خطر بیندازد مبتلا شده اید؟ اگر بله، لطفاً توضیح دهید:

YOUR ADDRESS & TELEPHONE NUMBER IN THE I.R. OF **IRAN**:

آدرس و تلفن محل اقامت خود در **ایران** را بنویسید:

STREET:

خیابان:

شهر:

CITY:

STATE:

ZIP CODE:

TEL: ( ) -

تلفن:

BUSINESS ADDRESS (NOT P.O. BOX):

آدرس و تلفن محل کار:

STREET:

CITY:

STATE:

ZIP CODE:

TEL: ( ) -

MAILING ADDRESS (NOT P.O. BOX):

آدرس پستی:

STREET:

CITY:

STATE:

ZIP CODE:

TEL: ( ) -

**E-MAIL :**

I UNDERTAKE TO OBSERVE, DURING MY STAY IN THE I.R. OF IRAN, ALL THE LAWS AND REGULATIONS APPLICABLE TO FOREIGN NATIONALS AND I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

اینجانب تعهد میکنم که در طول اقامت در جمهوری اسلامی ایران، کلیه قوانین مربوطه را رعایت بنمایم و کلیه اطلاعات فوق صحیح میباشد.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_