



# VIP SERVICES

2012 LOUISIANA ST.  
HOUSTON, TEXAS 77002  
713-659-VISA 1-800-856-VISA Fax 713-659-3767  
Website: www.vippassports.com

## WORK ORDER REQUEST FORM

(SEND BACK WITH EACH JOB)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS: (NO PERSONAL CHECKS)

AMOUNT ENCLOSED \_\_\_\_\_

BILL COMPANY  YES  NO

BILL TO \_\_\_\_\_

P.O./JOB# \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD \_\_\_\_\_

CARD # \_\_\_\_\_

EXP DATE \_\_\_\_\_

*ORIGINAL SIGNATURE OF CARD HOLDER  
REQUIRED:* \_\_\_\_\_

### TRAVELERS NAME:

\_\_\_\_\_

\_\_\_\_\_

### DEPARTURE DATE:

\_\_\_\_\_

\_\_\_\_\_

### VISA PROCESSING:

COUNTRIES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PASSPORT PROCESSING:

DATE OF BIRTH \_\_\_\_\_

1<sup>st</sup> TIME  AMEND

RENEWAL  PAGES

2<sup>nd</sup> PP  48PG

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATIONS AND TRANSLATIONS



# VIP Services

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)

## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: INTERNATIONAL DRIVING PERMIT

### **DOCUMENTS REQUIRED:**

VALID PASSPORT:	_____	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	_____
COMPANY LETTER:	_____	SPOUSES PASSPORT:	_____
COPY OF INVITATION:	_____	RELEASE LETTER:	_____
OTHER:	<u>COPY OF YOUR VALID USA DRIVERS LICENSE.</u>		
	_____		
	_____		

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### **FEES PER PERSON:**

CONSULATE FEE: (SEE NEXT PAGE)	_____
VIP SERVICE FEE:	<u>\$15.00</u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES:	_____
*ADD RETURN DELIVERY:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

### **\*RETURN DELIVERY FEES:**

FED-EX PRIORITY	\$19.00	AVERAGE PROCESSING TIME	<u>1-2 DAYS</u>
FED-EX 2 DAY DELIVERY	\$11.50		
FED-EX 3 DAY DELIVERY	\$ 8.50	PREPARED BY:	_____
SATURDAY DELIVERY	\$29.00	TODAY'S DATE:	_____

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPLICATION**  
for  
**INTERNATIONAL DRIVING PERMIT**  
or  
**INTER-AMERICAN DRIVING PERMIT**

issuance of Permit is restricted to persons **EIGHTEEN YEARS** or over who hold a valid U.S.A. or Territorial License.  
 **PERMIT VALID FOR ONE YEAR. Not renewable.**

**CHECK DESIRED PERMIT**

- International Driving Permit**  
(Fee \$10.00 and 2 Passport Type Photos signed on back)
- Inter-American Driving Permit \*\*\* (see reverse side)**  
(Fee \$10.00 and 2 Passport Type Photos signed on back)

**MANDATORY REQUIREMENTS**

- (1) Attach 2 recent signed Passport Type Photos (2" x 2")      (2) Enclose permit fee of \$10.00 (NO CASH)

**NOTE: IT IS IMPORTANT THAT YOUR U.S.A. OR TERRITORIAL LICENSE BE CARRIED WITH THE PERMIT AT ALL TIMES. The International or Inter-American Permit is not valid for driving in the United States.**

1. Last name \_\_\_\_\_
2. First name \_\_\_\_\_
3. U.S. Address \_\_\_\_\_
4. Passport No. \_\_\_\_\_
5. Date of issue \_\_\_\_\_
6. Place of issue \_\_\_\_\_
7. Place of Birth \_\_\_\_\_
8. Date of Birth \_\_\_\_\_
9. Nationality \_\_\_\_\_
10. U.S. Driver's License No. \_\_\_\_\_
11. State of issue \_\_\_\_\_
12. Date of issue \_\_\_\_\_ Expires on \_\_\_\_\_

**FIRMLY  
AFFIX  
PASSPORT  
TYPE  
PHOTO  
HERE**

**DRIVER HEREBY DECLARES THAT HE IS LICENSED FOR:**

Automobiles used for transporting passengers and including in addition to the driver's seat, a maximum of eight (8) seats, or those used for transporting merchandise and having a maximum allowable weight of 3500 kgs. (7700 lbs.). Vehicles in this classification may be hitched with light trailers.

SIGNATURE AND ADDRESS OF WITNESS

SIGNATURE OF LICENSED DRIVER

DATE: