

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

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

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## AZERBAIJAN BUSINESS VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION - ONLINE:	1
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
COPY OF INVITATION:	1	COMPANY LETTER:	1

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES: <u>EMBASSY PROCESSING FEE</u>	\$20.00
ADD RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	7 TO 10 DAYS
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COMMENTS: THE EMBASSY IS ONLY OPEN MONDAYS, WEDNESDAYS, AND FRIDAYS. THE VISA OFFICER RECOMMENDS THAT YOU DO NOT BUY NON-REFUNDABLE OR NON-CHANGEABLE TICKETS UNTIL THE VISA AND PASSPORT ARE IN-HAND.

REVISED 3-13-2020 JENN

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## AZERBAIJAN BUSINESS VISA

NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED:

- 1.) VALID PASSPORT
  - ❖ SIGNED
  - ❖ MUST HAVE AT LEAST ONE BLANK VISA PAGE
  - ❖ MUST BE VALID FOR AT LEAST THREE MONTHS BEYOND INTENDED STAY
- 2.) TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS (2x2) – MUST HAVE BEEN TAKEN WITHIN THE PAST 6 MONTHS
- 3.) [CLICK HERE](#) TO COMPLETE THE VISA APPLICATION – SEE MEMO BELOW
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) OFFICIAL INVITATION PROVIDED BY THE HOST, OBTAINED FROM THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS OF AZERBAIJAN OR A LETTER OF INVITATION FROM THE HOST COMPANY ALONG WITH A COPY OF THEIR CHARTER AND STATE REGISTRATION CERTIFICATE
- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) PROOF OF VALID U.S. STATUS: (PLEASE SUBMIT ONE OF THE FOLLOWING)
  - ❖ COPY OF THE GREEN CARD
  - ❖ ORIGINAL USA VISA & I-94 (VISIT <https://i94.cbp.dhs.gov/>).
- 8.) EMBASSY PROCESSING/OUTSOURCING FEE: \$20.00
- 9.) CONSULATE FEE: (VARIES BASED ON NATIONALITY, SEE PAGES BELOW)

**VALIDITY:** THAN VISA WILL BE VALID FOR THE EXACT DATES AS REQUESTED ON THE APPLICATION & INVITATION OR HOTEL CONFIRMATION. THE LENGTH OF STAY AND THE NUMBER OF ENTRIES ARE ISSUED AT THE DISCRETION OF THE ISSUING VISA OFFICER ON A CASE BY CASE SCENERIO.

**TRAVEL RESTRICTION NOTICE:** THE EMBASSY OF THE REPUBLIC OF AZERBAIJAN ADVISES THAT THE LAWS OF THE REPUBLIC OF AZERBAIJAN PROHIBIT VISITING THE OCCUPIED TERRITORIES OF THE NAGORNO-KARABAKH REGION AND THE SEVEN ADJACENT DISTRICTS WITHOUT CONSENT OF THE AZERBAIJAN AUTHORITIES. IT IS ILLEGAL TO TRAVEL TO THESE REGIONS WITHOUT A SPECIAL PERMIT AND VISA ISSUED BY THE AUTHORITIES OF THE REPUBLIC OF AZERBAIJAN.

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## e-VISA ELIGABILITY

IF A TRAVELER HOLDS A PASSPORT FROM ONE OF THE COUNTRIES LISTED BELOW,  
AND WILL BE STAYING IN AZERBAIJAN FOR 30 DAYS OR LESS, THEY QUALIFY TO APPLY  
FOR AN E-VISA.

ALBANIA	ALGERIA	ANDORRA	ARGENTINA	AUSTRALIA	AUSTRIA
BARBADOS	BAHAMAS	BAHRAIN	BELGIUM	BOLIVIA	BOSNIA/HERZEGOVINA
BRAZIL	BRUNEI	BULGARIA	CANADA	CHILE	CHINA
COSTA RICA	CROATIA	CUBA	CYPRUS	CZECH REPUBLIC	DENMARK
ECUADOR	ESTONIA	FINLAND	FRANCE	GERMANY	GREECE
GUATEMALA	VATICAN	HONDURAS	HUNGARY	ICELAND	INDIA
INDONESIA	IRAN	IRELEAND	ISRAEL	ITALY	JAMAICA
JAPAN	JORDAN	KUWAIT	LATVIA	LIECHTENSTEIN	LITHUANIA
LUXEMBOURG	MACEDONIA	MALAYSIA	MALDIVES	MALTA	MAURITIUS
MEXICO	MONACO	MONGOLIA	MONTENEGRO	MOROCCO	NEPAL
NETHERLANDS	NEW ZEALAND	NORWAY	OMAN	PAKISTAN	PANAMA
PARAGUAY	PERU	POLAND	PORTUGAL	QATAR	S. KOREA
ROMANIA	SAN MARINO	SAUDI ARABIA	SERBIA	SYCHELLES	SINGAPORE
SLOVAKIA	SLOENIA	S. AFRICA	SPAIN	SRI LANKA	SWEDEN
SWITZERLAND	THAILAND	TURKEY	TURKMENISTAN	U.A.E.	U.K.
U.S.A.	VIETNAM	COLOMBIA	DJIBOUTI	HONG KONG	TRINIDAD & TOBAGO

(E-VISA VALIDITY PERIOD IS 90 DAYS; LENGTH OF STAY CANNOT EXCEED 30 DAYS)

IF YOU QUALIFY FOR AN EVISA, PLEASE [CLICK HERE](#) FOR THE NECESSARY  
INSTRUCTIONS TO APPLY.

## **Announcement!**

On June 14, 2016 new amendments was adopted to the Law of the Republic of Azerbaijan "On State Fee" and the rates for visas were changed. These amendments entered into force since **June 26, 2016**.

**Hereby, we list the new rates for visas to travel to Azerbaijan for US citizens and all other national** (except the citizens of Turkey, Pakistan, Japan, Norway and some EU countries)

Single entry visa - \$20 US dollars

Multiple entry visa - \$350 US dollars

Tourism visa - \$20 US dollars

Single or double transit visas - \$20 US dollars

**In accordance with bilateral agreements, here are the rates for visas to travel to Azerbaijan for the citizens of Turkey, Pakistan, Japan, Norway and following EU countries.**

- ✓ **Citizens of Turkey** are free of charge to obtain a visa at the Embassies and Consulates of Azerbaijan. But citizens of Turkey have to pay \$10 US dollars fee to obtain a visa upon arrival at the international airports of Azerbaijan.
- ✓ **Citizens of Japan** are free of charge to obtain a visa with up to 30 days validation period.
- ✓ **Citizens of Pakistan** are free of charge to obtain a visa with up to 15 days validation period.
- ✓ **Citizens of Norway** have to pay \$45 US dollars for single or multiple entry visas; \$20 US dollars for tourism visas, single and double transit visas.
- ✓ **Citizens of following EU countries** (Germany, Austria, Belgium, Bulgaria, Czech Republic, Estonia, Finland, France, Croatia, Spain, Sweden, Italy, Cyprus, Latvia, Lithuania, Luxemburg, Hungry, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Greece) have to pay:
  - Single entry visa – \$45 US dollars
  - Multiple entry visa - \$45 US dollars
  - Tourism visa - \$20 US dollars
  - Single or double transit visa - \$20 US dollars

## Visa-waiver countries

In accordance with bilateral agreements Azerbaijan Republic applies a mutual visa-free regime for citizens of the countries listed below.

	Country	Type of passport	Duration of state without visa
1.	Albania	Diplomatic and service	90 days
2.	Austria	Diplomatic and service	90 days
3.	Argentine	Diplomatic, official and service	30 days
4.	Belarus	Diplomatic, service and regular	90 days
5.	Belgium	Diplomatic	90 days
6.	Brazil	Diplomatic, official and service	90 days
7.	Bosnia and Herzegovina	Diplomatic and service	90 days
8.	Bulgaria	Diplomatic and service	90 days
9.	Czech Republic	Diplomatic	90 days
10.	China Hong-Kong (a special administrative region of China)	Diplomatic and service Diplomatic and service	30 days 14 days
11.	Columbia	Diplomatic, official and service	90 days
12.	Croatia	Diplomatic	90 days
		Service	30 days
13.	Cuba	Diplomatic, official and service	90 days
14.	Cyprus	Diplomatic	90 days
15.	Estonia	Diplomatic	90 days
16.	France	Diplomatic	90 days
17.	Finland	Diplomatic	90 days
18.	Georgia	Diplomatic, service and regular	90 days
19.	Germany	Diplomatic	90 days
20.	Greece	Diplomatic	90 days
21.	Hungary	Diplomatic and service	90 days
22.	Indonesia	Diplomatic and service	30 days
23.	Iran	Diplomatic and service	1 month

24.	Italy	Diplomatic and service	90 days
25.	Jordan	Diplomatic and service	90 days
26.	Kazakhstan	Diplomatic, service and regular	90 days
27.	Kirgizstan	Diplomatic, service and regular	90 days
28.	Kuwait	Diplomatic, service and special	90 days
29.	Latvia	Dipomatic	90 days
30.	Libya	Diplomatic, service and special	90 days
31.	Lithuania	Diplomatic	90 days
32.	Luxembourg	Diplomatic	90 days
33.	Malta	Diplomatic	90 days
34.	Mexico	Diplomatic	90 days
35.	Moldova	Diplomatic, service and regular	90 days
36.	Montenegro	Diplomatic and service	90 days
37.	Morocco	Diplomatic, official, service and special	90 days
38.	Netherlands	Diplomatic	90 days
39.	Pakistan	Diplomatic and service	1 month
40.	Poland	Diplomatic	90 days
41.	Portugal	Diplomatic and service	90 days
42.	Romania	Diplomatic and service	90 days
43.	Russia	Diplomatic, service and regular	90 days
44.	Serbia	Diplomatic, service and official	90 days
45.	Slovakia	Diplomatic and service	90 days
46.	Slovenia	Diplomatic	90 days
47.	Spain	Diplomatic	90 days
48.	State of Qatar	Diplomatic and special	90 days
49.	Syria	Diplomatic, service and special	30 days
50.	Sweden	Diplomatic	90 days
51.	Republic of Korea	Diplomatic, official and service	30 days
52.	Tajikistan	Diplomatic, service and regular	90 days
53.	Turkey	Diplomatic, service and special	90 days
54.	Turkmenistan	Diplomatic and service	30 days
55.	UAE	Diplomatic and service	90 days
56.	Ukraine	Diplomatic, service and regular	90 days
57.	Uzbekistan	Diplomatic, service and regular	90 days
58.	Vietnam	Diplomatic, service and official	1 month
59.	Uruguay	Diplomatic, service and official	90 days

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

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.***