

# 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

### ELECTRONIC REQUESTS

#### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

#### BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

#### RETURN INFORMATION

**PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,  
IF DIFFERENT FROM THE ONE LISTED ABOVE**

EMAIL FOR RETURN OF DOCUMENT:

#### 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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## BAHRAIN E-VISA (BUSINESS OR TOURIST)

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1-COPY	APPLICATION (S):	1-COPY
PASSPORT TYPE PHOTO:	1-COPY	TRAVEL ITINERARY:	1-COPY
HOTEL CONFIRMATION:	1-COPY		

OTHER: FOR ALL NON-U.S. PASSPORT HOLDERS, PLEASE SEND A COPY OF YOUR U.S. VISA & I-94, OR A COPY OF VALID U.S. GREEN CARD.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$125.00</u>
CONSULATE FEE:	<u>\$76.86</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### RETURN SHIPPING FEES (SELECT ONE)

THE E-VISA WILL BE E-MAILED BACK TO THE REQUESTER, SO PLEASE BE SURE THAT THE EMAIL ADDRESS LISTED ON THE WORK ORDER IS CORRECT.

REGULAR PROCESS TIME:

4 TO 7 DAYS

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

REVISED 8-8-2019 JENN

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## **BAHRAIN E-VISA (BUSINESS OR TOURIST)**

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

### **1.) COPY OF VALID PASSPORT**

- MINIMUM OF 6 MONTHS VALIDITY

### **2.) ONE (1) COMPLETED APPLICATION FORM**

### **3.) ONE COLOR PASSPORT-TYPE PHOTO**

- MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND
- CAN BE EMAILED TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS

### **4.) ONE (1) COPY OF HOTEL CONFIRMATION**

### **5.) COPY OF TRAVEL ITINERARY**

- MUST SHOW PORTS OF ENTRY AND EXIT IN BAHRAIN

### **6.) CONSULATE FEES: \$76.86**

**VALIDITY:** E-VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES WITH A VALIDITY OF 90 DAYS FROM THE DATE OF ISSUE. IF YOU DO NOT ENTER INTO BAHRAIN WITHIN 90 DAYS FROM THE DATE OF ISSUE YOU WILL NEED TO REAPPLY FOR A NEW VISA. ONCE YOU ENTER BAHRAIN FOR THE 1<sup>ST</sup> TIME THE VISA IS THEN VALID FOR MULTIPLE ENTRY FOR 1 YEAR FROM THAT DATE. THE FINAL DECISION AS TO THE LENGTH OF VALIDITY AND THE NUMBER ENTRIES IS MADE BY THE EMBASSY/CONSULATE ON A CASE-BY-CASE BASIS.

**SPECIAL NOTES:** DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([VIPINFO@VIPASSPORTS.COM](mailto:VIPINFO@VIPASSPORTS.COM)) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.

REVISED: 6-2-2021 (SDL)



**Ministry of Foreign Affairs  
Embassy of the Kingdom of Bahrain  
Consular Division**

Tel: 202-342 1111  
Fax: 202-362-2192  
3502 International Drive N.W.  
Washington D.C. 20008  
e-mail: consulate@bahrainembassy.org

affix photo here  
White background,  
2" x 2"

**VISA APPLICATION FORM**

First Name  Middle  Last

Occupation  Gender: Male  Female

Date of Birth (mm/dd/yy)  Place of Birth

Passport Number  Place of Issue

Issue Date  Expiry Date

Address in the USA:

City  State  Zip Code

Telephone  Cell  Fax

E-mail

Social Security No (if applicable)

Reason for traveling to Bahrain  Duration of proposed visit

Address in Bahrain  Date of Arrival

References and address of sponsor in Bahrain  Name of family (wife & children) accompanying applicant (each applicant must apply individually)

Duration of previous residence and address when last in Bahrain

Attach a letter from authority which recommends granting the required visa  
(For Official or Diplomatic Visas Only)

Attach a letter stating the purpose and duration of the visit and the applicant's responsibility for all travel expenses

I hereby declare the details and information given in this application are true and correct.

Place  Date  Signature

Print, complete and mail by overnight FedEx, with your passport and application fee, to:  
**EMBASSY OF THE KINGDOM OF BAHRAIN, Consular Division,  
3502 International Drive, N.W. Washington D.C. 20008**