

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 Email: vipinfo@vippassports.com



ATTENTION

PASSPORT HOLDERS OF DESIGNATED COUNTRIES MAY OBTAIN A VISA UPON ARRIVAL WHEN ENTERING THROUGH CERTAIN AIRPORTS/SEAPORTS. THE MAXIMUM STAYS PERMITTED FOR A VISA UPON ARRIVAL IS 30 DAYS. IF PLANNING TO STAY LONGER, BE SURE TO MENTION THE INTENT WHEN REGISTERING WITH IMMIGRATION AS THEY CAN BE EXTENDED FOR AN ADDITIONAL 30 DAYS. PLEASE SEE NEXT PAGE FOR A COMPLETE LIST OF THESE COUNTRIES PERMITTED TO OBTAIN A VISA UPON ARRIVAL.

TRAVELERS MUST BE IN POSSESSION OF A PASSPORT WITH AT LEAST 6 MONTHS OF REMAINING VALIDITY, AS WELL AS PROOF OF ROUND-TRIP TRAVEL. THE FEES FOR THE VISA UPON ARRIVAL ARE \$15.00 FOR A 7-DAY VISA, OR \$35.00 FOR A 30-DAY STAY.

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COUNTRIES ELIGIBLE FOR VISAS UPON ARRIVAL

ARGENTINA	AUSTRALIA	AUSTRIA	ALGERIA	BAHRAIN
BELGIUM	BRAZIL	BULGARIA	CZECH REPUBLIC	CANADA
CYPRUS	CHINA(P.R.C.)	DENMARK	ESTONIA	EGYPT
FIJI	FINLAND	FRANCE	GERMANY	GREECE
HUNGARY	INDIA	ICELAND	IRELAND	ITALY
JAPAN	KUWAIT	LATVIA	LIBYA	LITHUANIA
LIECHTENSTEIN	LUXEMBOURG	MALDIVES	MALTA	MEXICO
MONACO	NEW ZEALAND	NETHERLANDS	NORWAY	OMAN
PANAMA	POLAND	PORTUGAL	QATAR	ROMANIA
RUSSIA	SAUDI ARABIA	SLOVAK REPUBLIC	SLOVENIA	SPAIN
SOUTH AFRICA	SOUTH KOREA	SURINAME	SWEDEN	SWITZERLAND
TAIWAN	TIMOR LESTE	TUNISIA	TURKEY	U.A.E.
U.K.	U.S.A.			

IF YOU WOULD LIKE A VISA PRIOR TO TRAVEL OR WILL REQUIRE A LONGER VALIDITY, PLEASE SEE THE INSTRUCTIONS ON THE NEXT PAGE(S).

THANK YOU,

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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

INDONESIA CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS, PUERTO RICO, U.S. VIRGIN ISLANDS

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM (APPLICATION MUST BE SUBMITTED WITHIN 2 WEEKS FROM THE DATE IT WAS GENERATED)

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

RUSH PROCESSING TIME: 72 HOURS

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA CONSULATE IN HOUSTON.
- IF REQUEST IS RECEIVED WITHOUT APPLICATION COMPLETED ONLINE, A DELAY IN PROCESSING AND ADDITIONAL COSTS MAY BE INCURRED

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, DELAWARE, MARYLAND, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, NORTH CAROLINA, SOUTH CAROLINA, PENNSYLVANIA, RHODE ISLAND, VERMONT, VIRGINIA, WEST VIRGINIA

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

PROCESSING TIME: 4 TO 7 BUSINESS DAYS

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA CONSULATE IN NEW YORK.
- WHEN REQUESTING A MULTIPLE ENTRY VISA, THE FOLLOWING ITEMS MUST ALSO BE INCLUDED WITH THE REST OF THE DOCUMENTS:
 - LETTER OF INTENT (*IN DUPLICATE*) FROM EMPLOYER OR SPONSOR, EXPLAINING PURPOSE OF VISIT AND GUARANTEEING ALL TRANSPORTATION AND LIVING EXPENSES
 - COPY OF SPONSOR'S I.D.
 - LETTER OF RECOMMENDATION FROM RELEVANT INSTITUTION (e.g. THE MINISTRY OF EDUCATION FOR A STUDENT TRAVELING FOR SHORT COURSES AND/OR SHORT TRAINING
 - COPY OF TRADING BUSINESS LICENSE (SIUP)
 - TAX PAYER REGISTRATION NUMBER (NPWP)
 - INVITER'S DEED OF ESTABLISHMENT AND MINISTERIAL APPROVAL
 - INVITER'S REGISTRATION CERTIFICATE
 - CONSULATE FEE \$110.00

CONTINUED→

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INDONESIA BUSINESS VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED PASSPORT** – MUST HAVE ENOUGH REMAINING VALIDITY TO ACCOMMODATE VISA:
 - SINGLE ENTRY VISA REQUEST – MINIMUM 6 MONTHS VALIDITY
 - MULTIPLE ENTRY - MINIMUM 18 MONTHS VALIDITY
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS**
SEE JURISDICTION INSTRUCTIONS FOR FURTHER INFORMATION
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **PROOF OF VALID U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF FRONT AND BACK OF VALID GREEN CARD
 - ORIGINAL U.S. VISA AND COPY OF I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 6.) **COPY OF INVITATION** FROM THE SPONSOR COMPANY IN INDONESIA. THE INVITATION LETTER MUST BE ADDRESSED TO THE ATTENTION OF THE EMBASSY OR CONSULATE FOR THE JURISDICTION IN WHICH YOU RESIDE.
- 7.) **TWO (2) COMPANY LETTERS OF GUARANTEE**. BE SPECIFIC ABOUT THE PURPOSE OF TRAVEL, LENGTH OF STAY AND MENTION SINGLE OR MULTIPLE ENTRIES. BE SURE COMPANY LETTER OF GUARANTEE IS MADE TO THE ATTENTION OF THE EMBASSY OR CONSULATE FOR YOUR JURISDICTION.
- 8.) **COPY OF DRIVER'S LICENSE**
- 9.) **CONSULATE FEES:** \$ 50.00 – UP TO 60 DAY STAY SINGLE ENTRY
\$110.00 – UP TO 60 DAY STAY MULTIPLE ENTRIES

AN ADDITIONAL \$5.00 FEE WILL BE REQUIRED IF AN APPROVAL FROM THE MINISTRY OF JUSTICE AND HUMAN RIGHT IS NEEDED.

ADDITIONAL REQUIREMENTS:

IF APPLYING FOR A MULTIPLE ENTRY VISA THROUGH THE NEW YORK CONSULATE, ADDITIONAL DOCUMENTS ARE REQUIRED. PLEASE SEE JURISDICTION LIST FOR THE ADDITIONAL REQUIREMENTS.

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VALIDITY:

SINGLE ENTRY MEANS THAT YOU CAN ONLY USE THE VISA ONE TIME WITHIN 90 DAYS FROM THE DAY THE VISA IS ISSUED. YOU WILL BE ALLOWED TO ENTER INDONESIA FOR A STAY UP TO 60 DAYS.

MULTIPLE ENTRIES MEANS THAT YOU CAN USE THE VISA TO ENTER SEVERAL TIMES WITHIN 1 YEAR FROM THE DAY THE VISA IS ISSUED. IT ALLOWS YOU TO STAY UP TO 60 DAYS ON EACH VISIT. THE PASSPORT MUST BE VALID FOR AT LEAST 18 MONTHS FROM THE DAY THAT YOU APPLY FOR THE VISA OR THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY VISA. THE ULTIMATE DECISION ON THE VALIDITY OF THE VISA IS DETERMINED SOLELY AT THE DISCRETION OF THE VISA OFFICER.

VISA EXEMPT COUNTRIES: CITIZENS FROM COUNTRIES LISTED BELOW ARE GIVEN NON-VISA SHORT TERM VISIT FOR PURPOSES OF HOLIDAY, EXHIBITION, TOURISM, BUSINESS, AND SOCIAL CULTURE AND VALID FOR THIRTY (30) DAYS. THIS VISA CANNOT CONVERTED, EXTENDED, OR BE USED TO OBTAIN OTHER IMMIGRATION PERMIT –

<u>VISA EXEMPT COUNTRIES</u>		
BRUNEI DARUSSALAM	CAMBODIA	CHILE
ECUADOR	HONG KONG SAR	LAOS
MACAO SAR	MALAYSIA	MOROCCO
MYANMAR	PHILIPPINES	PERU
SINGAPORE	THAILAND	VIETNAM

REVISED 12-19-2019 JENN

WASHINGTON, D.C. EMBASSY

JURISDICTION: ALASKA, ARIZONA CALIFORNIA, COLORADO, HAWAII, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, MICHIGAN, MINNESOTA, MISSOURI, MONTANA, NEBRASKA, NEVADA, NORTH DAKOTA OHIO, OREGON, SOUTH DAKOTA, UTAH, WASHINGTON (STATE), WISCONSIN, WYOMING, PACIFIC ISLAND TERRITORY (U.S.)

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM (APPLICATION MUST BE SUBMITTED WITHIN 2 WEEKS FROM THE DATE IT WAS GENERATED)

PROCESSING TIME: 4 TO 7 DAYS

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA EMBASSY IN WASHINGTON, D.C.

REVISED 12-18-2018 JENN

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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.