



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: 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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VIETNAM CREW VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION:	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2-RECENT</u>	ITINERARY:	<u>1 - COPY</u>
PROOF OF U.S. STATUS:	<u>1</u>	INVITATION:	<u>SEE COMMENTS BELOW</u>
HOTEL CONFIRMATION:	<u>N/A</u>	CREW BADGE:	<u>1 - COPY</u>

OTHER: COPY OF PERMAMENT RESIDENCE CARD (GREEN CARD) OR
THE ORIGINAL VALID USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>).
STUDENTS MUST SUBMIT ORIGINAL U.S. VISA & VALID I-20.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (2 TO 3 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY RUSH PROCESS)	<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
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO
 REQUEST TO HAVE THE VISA ISSUED WITHIN 1 TO 2 DAYS
 RUSH PROCESS FROM THE DAY WE SUBMIT YOUR
 APPLICATION (\$20.00 SPECIAL HANDLING FEE) OR FOR
 SAME DAY RUSH PROCESSING (\$50.00 SPECIAL HANDLING
 FEE).

COMMENTS: IF STAYING IN VIETNAM LONGER THAN 30 DAYS OR NEEDING THE
VISA TO BE A MULTIPLE ENTRY VALID FOR MORE THAN 90 DAYS,
PLEASE ALSO SUBMIT A COPY OF THE OFFICIAL INVITATION
FROM THE SPONSOR IN VIETNAM. IF YOU WILL BE REQUESTING
SPECIAL HANDLING, PLEASE BE SURE TO SEND YOUR DOCUMENTS TO
ARRIVE BY 8:00AM. ANY DOCUMENTS RECEIVED AFTER THAT TIME
MAY INCUR A ONE DAY DELAY IN SUBMISSION/PROCESSING.

REVISED: 27/26/4239" (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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VIETNAM CREW VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **VALID PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **TWO (2) PASSPORT - TYPE PHOTOGRAPHS** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION** (*SEE BELOW*)
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **ONE (1) COPY OF CREW BADGE**
- 5.) **COPY OF INVITATION** (*IF AVAILABLE*)
- 6.) **PROOF OF VALID U.S. STATUS** (*PLEASE SUBMIT ONE OF THE FOLLOWING*):
 - COPY OF FRONT/BACK OF VALID PERMANENT RESIDENT CARD
 - ORIGINAL U.S. VISA AND PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 7.) **CONSULATE FEE:**

NUMBER OF ENTRIES	LENGTH OF VALIDITY	4 - 7 DAY PROCESSING FEE	1 - 2 DAY PROCESSING FEE	SAME-DAY PROCESSING FEE
SINGLE	1 MONTH	\$70.00	\$90.00	\$100.00
	3 MONTHS	\$100.00	\$150.00	\$130.00
	6 MONTHS	\$150.00	\$170.00	\$180.00
MULTIPLE	3 MONTHS	\$150.00	\$170.00	\$180.00
	6 MONTHS	\$165.00	\$185.00	\$195.00
	12 MONTHS	\$175.00	\$195.00	\$205.00

PLEASE NOTE: IF THE PASSPORT INDICATES VIETNAM AS THE APPLICANT'S PLACE OF BIRTH, YOU ARE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION. FOR APPLICANTS REQUESTING VISAS WITH VALIDITY UP TO 90 DAYS, PLEASE [CLICK HERE](#) FOR THE APPROPRIATE APPLICATION. FOR APPLICANTS WHO WOULD LIKE TO REQUEST A VISA VALID FOR FIVE YEARS, PLEASE [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE. FOR ALL OTHER APPLICANTS, SEE PAGE 5. PLEASE ALSO BE SURE TO SUBMIT A CLEAR COPY OF YOUR BIRTH CERTIFICATE WITH THE ALTERNATE APPLICATION.

CONTINUED →



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VALIDITY: THE CONSULATE WILL ISSUE THE VISA ACCORDING TO THE DATES LISTED ON THE VISA APPLICATION.

SINGLE ENTRY: ALLOWS TRAVELER ENTER AND EXIT ONE TIME FOR A STAY UP TO 30 CONSECUTIVE DAYS.

MULTIPLE ENTRIES: MULTIPLE ENTRY VISA CAN BE ISSUED VALID FROM 30 DAYS TO 90 DAYS (*AS LISTED ON THE VISA APPLICATION*). IF YOU NEED TO STAY LONGER THEN 30 CONSECUTIVE DAYS OR IF YOU NEED THE VISA TO BE VALID FOR MORE THAN 90 DAYS - YOU WILL BE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL INVITATION FROM THE MINISTRY IN VIETNAM.

VISA EXEMPTIONS: PLEASE [CLICK HERE](#) FOR COMPLETE LIST OF NATIONALITIES THAT ARE EXEMPTED FROM REQUIRING VISA PRIOR TO ENTRY.

REVISED: 5-4-2017 (SDL)

Visa Approval/Reference Number (if any):



CONSULATE GENERAL OF VIETNAM
IN HOUSTON

5251 Westheimer Rd, Suite 1100
Houston, Texas 77056
Tel: 713-850-1233 Fax: 713-810-0159
http://www.vietnamconsulateinhouston.org

VISA
APPLICATION
(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

02 Photo
(2 inches x 2 inches)
- 01 glued here
- 01 stapled to
this form for a
loose-leaf visa
request

1. Name (in block letters):

.....
Family name First name Middle name

2. Date of birth:...../...../.....
Date / Month / Year

3. Male: Female

4. Place of birth:.....

5. Nationality at birth:.....

Nationality at present:.....

6. Passport number:.....

Date of issue:.....

Date of expiry:.....

7. Profession:.....

Place of employment:.....

.....
.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not Accepted)

.....
.....
.....

Telephone (Home):.....

9. Purpose of visit to Vietnam:

.....
.....
.....

10. Name, address of your contact (sponsor, host, hotel...) in Vietnam (if any)

.....
.....
.....
.....

11. Proposed date of entry:

...../...../.....
Date / Month / Year

Proposed date of exit:

...../...../.....
Date / Month / Year

12. Requesting a visa good for:

• Times of entries:

- Single (one time) visit

- Multiple visits

• Length of stay:

- One month

- 03 months

- Less than 6 Months (with an approval only)

- Up to one year (with an approval only)

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant

Check list: Before submitting, make sure you have included:

- Original Passport (for a visa sticker request); or Passport copy (front photo page, for a loose-leaf visa request)
- Completed and signed Application with One Photo glued or stapled;
- Visa Fee: Money Order (or Cashier's Check); and
- Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).