

# 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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## AFGHANISTAN ENTRY VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

<b>VALID PASSPORT:</b>	1	<b>APPLICATION (S):</b>	1-NOTARIZED
<b>PASSPORT TYPE PHOTO:</b>	1-RECENT	<b>TRAVEL ITINERARY:</b>	1-COPY
<b>COMPANY LETTER:</b>	SEE NEXT PAGE	<b>COPY OF INVITE:</b>	IF AVAILABLE
<b>RELEASE LETTER</b>	1	<b>LETTER OF INTENT:</b>	SEE NEXT PAGE

**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 FEE:	_____	\$6.00
OTHER FEES: _____	_____	
RETURN SHIPPING FEE:	_____	
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____	

<b>RETURN SHIPPING FEES (SELECT ONE)</b>	
<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

<b>REGULAR PROCESS TIME:</b>	<b>5 TO 7 DAYS</b>
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COMMENTS: **EMBASSY ADVISES THAT TRAVELERS SHOULD NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA IS ISSUED AND THE PASSPORT IS BACK IN-HAND.**

REVISED 3-16-2020 JENN

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## AFGHANISTAN ENTRY VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **ONE (1) PASSPORT, SIGNED**
  - MINIMUM OF 1 YEAR REMAINING VALIDITY
  - MUST HAVE AT LEAST 2 BLANK VISA PAGE
- 2.) **ONE (1) RECENT PASSPORT TYPE PHOTOGRAPH (2x2)**
  - MUST BE LESS THAN 6 MONTHS OLD
  - MUST HAVE A WHITE BACKGROUND
  - MUST HAVE A NEUTRAL FACIAL EXPRESSION – NO SMILING
- 3.) **[CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION, NOTARIZED**
- 4.) **COMPANY LETTER OF GUARANTEE (BUSINESS VISITS ONLY)**
- 5.) **DETAILED LETTER OF INTENT (TOURIST VISITS ONLY)**
- 6.) **COPY OF PRIOR AFGHANISTAN VISAS (IF APPLICABLE)**
- 7.) **COPY OF THE TRAVEL ITINERARY**
- 8.) **PROOF OF VALID U.S. STATUS** – PLEASE SUBMIT ONE OF THE FOLLOWING:
  - **NOTARIZED** COPY OF FRONT/BACK OF GREEN CARD
  - **ORIGINAL** U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 9.) **RELEASE LETTER**
- 10.) **CONSULATE FEE: FEES VARY BASED ON NATIONALITY- CONSULATE FEE WILL BE PAID ONLINE WHEN COMPLETING THE APPLICATION. ONCE THE PAYMENT HAS BEEN MADE, PLEASE BE SURE TO PRINT, SIGN, AND NOTARIZE THE APPLICATION FORM BEFORE SENDING IN FOR PROCESSING.**

**VALIDITY:** THE ENTRY VISA IS VALID FOR UP TO THREE (3) YEARS FROM THE DATE THE VISA IS ISSUED. THE LENGTH OF VALIDITY AND THE NUMBER OF ENTRIES ARE DETERMINED ON A CASE-BY-CASE BY THE VISA OFFICER IN CHARGE.

**\*SPECIAL NOTE:** THERE IS NO VISA FEE FOR APPLICANTS WHO HOLD INDIA OR PAKISTAN CITIZENSHIP.

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## RELEASE LETTER

DEAR CONSULATE REPRESENTATIVE,

I, \_\_\_\_\_, AUTHORIZE YOUR OFFICE TO DISCUSS THE STATUS OF AND  
OR RELEASE OF MY PASSPORT AND VISA TO: "VIP PASSPORT SERVICES, INC.", OR  
\_\_\_\_\_, MY AGENT IN EXPEDITING MY AFGHANISTAN VISA.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF DEPARTURE FROM THE U.S.A.: \_\_\_\_\_

DATE OF ARRIVAL IN COUNTRY: \_\_\_\_\_

## NOTES TO APPLICANT

- ❖ THIS LETTER MUST BEAR THE TRUE SIGNATURE OF THE APPLICANT.
- ❖ SPOUSES MAY NOT SIGN ON THE OTHER'S BEHALF.

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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.***



# Islamic Republic of Afghanistan Visa Application Form

Application Registration #: NYO 00 _____	Visa #: _____	Date: ___ / ___ / 2015
Above part is for office use ONLY		
<b>Personal Details</b>		
Surname:		
Given Names:		
Father's Full Name:		
Date of Birth (Gregorian):   MMM / DD / YYYY		
Country of Birth:		
Marital Status:	Single	Engaged
	Married	Separated
	Widow / Widower	
Gender:	Female	Male
Child: (Under 18 Years)	Yes	No
Country of Residence:		
Nationality:		
Other Nationalities:		
<b>Contact Details</b>		
Current Address:		
Address:		
City:	State:	Zip Code:
Email Address:		
Mobile:	Work Tel:	
Home Tel:	Fax:	
<b>Employment Details</b>		
Current Occupation:		
Employer's Name:		
Employer's Address:		
Previous Employer's Name:		
Previous Employer's Address:		

<b>Visa Details</b>				
Visa Type:				
Purpose of Journey:	Business Exhibition	Convention / Conference Visiting Friends / Family	Education Holiday	Employment Other
Entry Date:		Point of Entry:		
Intended Duration of Stay (days):		Number of Children Accompanied:		
Places in Afghanistan intended to visit:				
Complete Address in Afghanistan:				
Have you ever visited Afghanistan before? <i>If yes, please provide details:</i>				
		No	Yes	
Have you applied for an Afghanistan Visa before? <i>If yes, please provide details:</i>				
		No	Yes	
Do you have a criminal record? <i>If yes, please provide details:</i>				
		No	Yes	
<b>Passport Details</b>				
Passport Type:				
Passport Number:				
Place of Issue:				
Issue Date:				
Expiry Date:				
I declare that the information provided in this application is true and correct				
<b>Signature:</b> <i>(please sign within the box)</i>  <div style="border: 1px solid black; height: 80px; width: 100%;"></div> Date:      DD / MMM / YYYY		<b>Passport Photograph:</b> <i>(Please Attach Within The Square Below).</i> Note: The photograph must comply with the attached guidelines.  <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center; width: 60%;"> <i>Please Attach Photo Here</i> </div> <div style="width: 35%;"> <p><b>Guarantor must endorse the photo</b></p> <p><i>This is a true photo of:</i></p> <p>----- <i>(name of applicant)</i></p> <p>----- <i>(signature of guarantor)</i></p> </div> </div> </div>		

# Islamic Republic of Afghanistan Visa Application Form

OFFICE USE ONLY
<b>Receiving Office:</b>
<b>Application Details:</b>
Date Application Received:
Date of Application:
Visa Type:
<b>Comments:</b>
<b>Observations:</b>
<b>Passport Details</b>
Name:
Passport Number:
Issued By:
<b>Visa Issued:</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Visa Number:</b>
<b>Visa Serial Number:</b>
<b>Issued by:</b>
<b>Issuing office:</b>
<b>Date:</b>
<b>Collected by / Sent to:</b> <i>(note, if collected by someone other than the applicant, written authorisation must be provided by the applicant and retained on file)</i>