

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



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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CHINA CREW VISA (PRC) NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1-TYPED
PASSPORT TYPE PHOTO (S):	1-COLOR	TRIP SHEET (ITINERARY):	1-COPY
COMPANY LETTER:	1	CREW I.D. BADGE:	1-COPY
COPY OF INVITATION:	IF AVAILABLE	PROOF OF RESIDENCE:	1-COPY

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

** SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS) _____

OTHER FEES: OUT OF JURISDICTION FEE _____

*ADD RETURN SHIPPING FEE: _____

TOTAL: (NO PERSONAL CHECKS PLEASE) _____

<u>RETURN SHIPPING FEES (SELECT ONE)</u>	
<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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<u>SEE PAGES 6 - 8</u>
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING). NOT AVAILABLE IN ALL JURISDICTIONS.	

COMMENTS: RUSH PROCESSING IS ONLY AVAILABLE PER JURISDICTION. PLEASE REVIEW JURISDICTION INFORMATION TO SEE IF RUSH SERVICE IS AVAILABLE PLEASE EMAIL A COPY OF THE DOCUMENTS TO INFO@VIPPASSPORTS.COM THEN GIVE US A CALL SO WE CAN REVIEW THE DOCUMENTS AND PROVIDE SHIPPING INSTRUCTIONS (PRIOR TO SENDING THE ORIGINALS).

REVISED 10-30-2019 JENN

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PEOPLE'S REPUBLIC OF CHINA (P.R.C.)

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) U.S. PASSPORT

- MUST HAVE ONE BLANK VISA PAGE
- MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE EXPECTED DATE OF DEPARTURE FROM CHINA-IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, THE PASSPORT MUST HAVE AT LEAST 18 MONTHS REMAINING VALIDITY

2.) ONE RECENT 2X2 COLOR PASSPORT TYPE PHOTOGRAPH:

- WHITE BACKGROUND REQUIRED
- [CLICK HERE](#) FOR MORE DETAILED GUIDELINES FOR PHOTOS

3.) SIGNED COMPLETED APPLICATION AND APPLICANT DETAIL FORM**

PLEASE NOTE EACH JURISDICTION REQUIRES A SPECIFIC APPLICATION FORM. PLEASE SEE JURISDICTION LIST FOR THE NECESSARY FORM FOR THE APPLICANT'S JURISDICTION.

THE APPLICATION MUST BE TYPED AND COMPLETED IN ITS ENTIRETY (LEAVE NO SPACES BLANK) IF A QUESTION DOES NOT APPLY, PLEASE INDICATE BY PLACING AN "N/A" IN EACH FIELD (SEE NOTES BELOW FOR MORE DETAILS)

4.) COMPANY LETTER OF GUARANTEE (DETAILED)

5.) COPY OF THE TRAVEL ITINERARY/TRIP SHEET

6.) PROOF OF RESIDENCE: (PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF DRIVER'S LICENSE
- COPY OF MAJOR UTILITY BILL (ELECTRIC, WATER, GAS)
- MORTGAGE STATEMENT
- LEASE AGREEMENT

****PROOF OF RESIDENCE IS USED TO VERIFY JURISDICTION, SO PLEASE BE SURE IT CORRESPONDS WITH ADDRESS LISTED ON THE APPLICATION****

7.) COPY OF FRONT AND BACK OF VALID CREW BADGE

8.) COPIES OF PRIOR VISA(S) (IF APPLICABLE) – IF YOU HAVE BEEN TO CHINA PREVIOUSLY, AND THE VISAS ARE IN A PRIOR PASSPORT, PLEASE BE SURE TO SEND CLEAR COPIES OF THE VISAS USED FOR THESE TRIPS AS WELL AS A CLEAR COPY OF THE INFORMATION PAGE OF THE PASSPORT.

9.) PROOF OF LEGAL U.S. STATUS- PLEASE SUBMIT ONE OF THE FOLLOWING

- COPY OF FRONT/BACK OF VALID U.S. GREEN CARD
- ORIGINAL U.S. VISA WITH PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>)

10.) CONSULATE FEE: FEES DETERMINED BY JURISDICTION. SEE PAGES 6 THROUGH 8 APPLICABLE FEES

CONTINUED→

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****ADDITIONAL DOCUMENTS MAY BE REQUIRED DEPENDING ON JURISDICTION; PLEASE BE SURE TO REFER TO JURISDICTION LIST FOR ADDITIONAL REQUIREMENTS, IF ANY.**

IMPORTANT: IF ENTERING OR EXITING ON A COMMERCIAL AIRLINE, A SECONDARY BUSINESS OR TOURIST VISA WILL BE NEEDED. THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY IN ADDITION TO A CREW VISA ALREADY BEING IN THE SAME PASSPORT.

***PROCESSING TIMES: RUSH SERVICE IS NOT ALWAYS AVAILABLE.**

PLEASE EMAIL A COPY OF THE DOCUMENTS TO OUR OFFICE TO REVIEW BEFORE SENDING TO CHECK AVAILABILITY. IT IS NOT RECOMMENDED FOR THE APPLICANT TO PURCHASE NON-REFUNDABLE/NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND. THE VISA OFFICER MAY CONTACT THE CHINESE HOST TO VERIFY INFORMATION ON THE LETTER OF INVITATION, WHICH MAY DELAY THE PROCESS IF THE CONSULATE IS UNABLE TO REACH THE INVITING ORGANIZATION. THERE ARE SPECIAL CIRCUMSTANCES FOR CITIZENS OF CERTAIN COUNTRIES:

PERSONAL APPEARANCE REQUIRED FOR CITIZENS OF:	RUSH SERVICE NOT AVAILABLE FOR CITIZENS OF:
ALGERIA	AUSTRIA
BANGLADESH	BELGIUM
FRANCE	CZECH REP.
FRANCE	DENMARK
NIGERIA	ESTONIA
PAKISTAN	GERMANY
SYRIA	GREECE
TURKEY	IRELAND
	LUXEMBOURG
	NETHERLANDS
	PORTUGAL
	SWEDEN

VALIDITY: CREW MEMBERS OF THE FOLLOWING 10 AIRLINE COMPANIES MAY APPLY FOR A MULTIPLE ENTRY CREW VISA VALID FOR UP TO 2 (TWO) YEARS: UNITED AIRLINES, DELTA AIRLINES, AMERICAN AIRLINES, UPS, FEDERAL EXPRESS, POLAR AIR CARGO, EVERGREEN AIR CARGO, KALITTA AIR INC., SOUTHERN AIR INC. AND WORLD AIRWAYS INC. FOR ALL OTHER AIRLINES AND PRIVATE AIRCRAFT CREW MEMBERS THE VISA OFFICER WILL TYPICALLY ISSUE A SINGLE OR DOUBLE ENTRY VISA VALID FOR 6 MONTHS AND DETERMINED ON A CASE BY CASE BASIS. THE CREW VISA WILL ALLOW FOR A STAY FOR UP TO 7 TO 10 DAYS. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF CHINA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH CHINESE LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.

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NOTE: THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS IF THEY HAVE NOT BEEN FILLED OUT CORRECTLY AND/OR IN ITS ENTIRETY. THE APPLICATION MUST BE TYPED AND SHOULD HAVE "N/A" IN THE FIELD IF THE QUESTION DOES NOT APPLY. IF THE APPLICATION THAT WE RECEIVE IS COMPLETED INCORRECTLY, THE PROCESS WILL INCUR A ONE DAY DELAY AND THE APPLICATION WILL BE CORRECTED ON APPLICANT'S BEHALF (**\$10.00 VIP SERVICE FEE PER PAGE**).

SPECIAL INSTRUCTIONS FOR FORMER ASIAN CITIZENS:

FORMER CHINA NATIONALS: BE SURE TO LIST THE CHINESE NAME IN SECTION 1.2 OF THE APPLICATION. APPLICANT MUST ALSO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE U.S. FIRST-TIME APPLICANTS WHOSE FORMER NATIONALITY WAS CHINESE, OR WHO WERE BORN IN CHINA (*INCLUDING HONG KONG, MACAO AND TAIWAN*), NEED TO SUBMIT THE ORIGINAL CHINESE PASSPORT PREVIOUSLY HELD.

FORMER TAIWAN NATIONALS: IN SECTION 1.8 (PLACE OF BIRTH), PLEASE LIST "CHINA". PLEASE ALSO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF THE TAIWANESE PASSPORT PREVIOUSLY HELD IS NOT AVAILABLE, THE APPLICANT WILL NEED TO PROVIDE A COVER LETTER EXPLAINING THE CIRCUMSTANCES (*THE CONSULATE HAS BEEN KNOWN TO ASK THAT THE APPLICANT COME IN PERSON FOR AN INTERVIEW*).

REVISED 10-30-2019 JENN

CHINESE CONSULATE JURISDICTIONS

PROCESS TIMES & CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE

➤ HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, OKLAHOMA, PUERTO RICO, TEXAS

[CLICK HERE TO COMPLETE THE HOUSTON APPLICATION FORM](#)

CONSULATE FEES/ PROCESSING TIME:

VALIDITY	CONSULATE FEE REGULAR PROCESSING <i>(4-7 BUSINESS DAYS)</i>	CONSULATE FEE EXPEDITED PROCESSING <i>(2-3 BUSINESS DAYS)</i>
	SINGLE	\$30.00
DOUBLE	\$45.00	\$65.00
MULTIPLE (6 MONTHS)	\$60.00	\$80.00
MULTIPLE (1 YEAR)	\$90.00	\$110.00

- RUSH PROCESSING IS GENERALLY NOT AVAILABLE (TO BE CONSIDERED FOR A RUSH PROCESS, WILL NEED TO INCLUDE AN ADDITIONAL LETTER FROM THE CONTACT IN CHINA EXPLAINING THE URGENCY AND PROVIDE A COPY OF THE TRAVEL ITINERARY TO SUBSTANTIATE THE REQUEST)
- **IN ORDER FOR THE DOCUMENTS TO BE SUBMITTED THE SAME DAY THEY ARE RECEIVED, WE MUST HAVE THEM HERE IN OUR OFFICE BY 8:00AM. ANY DOCUMENTS RECEIVED AFTER THAT TIME MAY INCUR A ONE-DAY DELAY IN SUBMISSION.**

➤ CHICAGO CONSULATE

JURISDICTION: COLORADO, ILLINOIS, INDIANA, IOWA, KANSAS, MICHIGAN, MINNESOTA, MISSOURI, WISCONSIN

[CLICK HERE TO COMPLETE THE CHICAGO APPLICATION FORM](#)

CONSULATE FEES/PROCESSING TIMES:

VALIDITY	CONSULATE FEE REGULAR PROCESSING <i>(6 – 7 BUSINESS DAYS)</i>	CONSULATE FEE RUSH PROCESSING <i>(5 DAYS OR LESS)</i>
	SINGLE	\$30.00
DOUBLE	\$45.00	\$65.00
MULTIPLE (6 MONTHS)	\$60.00	\$80.00
MULTIPLE (1 YEAR)	\$90.00	\$110.00

- [CLICK HERE](#) TO COMPLETE THE ADDITIONAL SUPPLEMENTAL FORM REQUIRED FOR ALL NON-U.S. CITIZENS
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS CHICAGO

CONTINUED →

➤ **NEW YORK CONSULATE**

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT

[CLICK HERE TO COMPLETE THE NEW YORK APPLICATION FORM](#)

CONSULATE FEES/ PROCESSING TIME:

VALIDITY	CONSULATE FEE REGULAR PROCESSING (6 – 8 BUSINESS DAYS)	CONSULATE FEE RUSH PROCESSING (4 DAYS)	CONSULATE FEE RUSH PROCESSING (3 DAYS OR LESS)
SINGLE	\$30.00	\$50.00	\$70.00
DOUBLE	\$45.00	\$65.00	\$85.00
MULTIPLE (6 MOs.)	\$60.00	\$80.00	\$100.00
MULTIPLE (1 YEAR)	\$90.00	\$110.00	\$130.00

THE CONSULATE IN NEW YORK ALSO REQUIRES:

- IN SECTION 1.9 YOU NEED TO FILL IT IN WITH EITHER THE PASSPORT NUMBER OR THE DRIVER'S LICENSE NUMBER.

➤ **LOS ANGELES CONSULATE**

JURISDICTION: ARIZONA, SOUTHERN CALIFORNIA, HAWAII, NEW MEXICO, PACIFIC ISLANDS

[CLICK HERE TO COMPLETE THE LOS ANGELES APPLICATION FORM](#)

CONSULATE FEES/ PROCESSING TIME:

VALIDITY	CONSULATE FEE REGULAR PROCESSING (5-7 BUSINESS DAYS)	CONSULATE FEE RUSH PROCESSING (4 DAYS OR LESS)
SINGLE	\$30.00	\$500.00
DOUBLE	\$45.00	\$65.00
MULTIPLE (6 MONTHS)	\$60.00	\$80.00
MULTIPLE (1 YEAR)	\$90.00	\$110.00

THE CONSULATE IN LOS ANGELES ALSO REQUIRES:

- [CLICK HERE](#) TO COMPLETE THE ADDITIONAL SUPPLEMENTAL FORM REQUIRED FOR ALL NON-U.S. CITIZENS
- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANTS DRIVER'S LICENSE FOR PROOF OF RESIDENCE
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION
- THE CONSULATE IN LOS ANGELES IS CURRENTLY REQUESTING THAT YOU PROVIDE THE **ORIGINAL** PASSPORT WITH THE PREVIOUS VISA(S) IN IT OR IF YOU NO LONGER HAVE POSSESSION OF THE PREVIOUS PASSPORT WITH VISA(S) THE CONSULATE IS SUBJECT TO ASK THAT THE APPLICANT SUBMIT THEIR APPLICATION IN PERSON.
- THE CONSULATE OF CHINA IN LOS ANGELES REQUIRES THE **ORIGINAL** GREEN CARD TO BE SUBMITTED AS PROOF OF VALID U.S. STATUS.
- CREW MEMBERS ARE REQUIRED TO SUBMIT THEIR **ORIGINAL** CREW BADGE WHEN REQUESTING A VISA THROUGH THE LOS ANGELES CONSULATE OF CHINA.

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➤ **SAN FRANCISCO CONSULATE**

JURISDICTION: ALASKA, NORTHERN CALIFORNIA, NEVADA, OREGON, WASHINGTON STATE

[CLICK HERE TO COMPLETE THE SAN FRANCISCO APPLICATION FORM](#)

CONSULATE FEES/PROCESSING TIMES:

VALIDITY	CONSULATE FEE REGULAR PROCESSING (5-7 BUSINESS DAYS)
SINGLE	\$30.00
DOUBLE	\$45.00
MULTIPLE (6 MONTHS)	\$60.00
MULTIPLE (1 YEAR)	\$90.00

THE CONSULATE IN SAN FRANCISCO ALSO REQUIRES:

- THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.
- IF THE APPLICANT HAS A U.S. GREEN CARD THE CONSULATE ASKED THAT WE SUBMIT A NOTARIZED COPY OF THE FRONT NAND BACK ALONG WITH THE REST OF THE SUPPORTING DOCUMENTS.
- AN ADDITIONAL \$58.00 FEE WILL BE CHARGED FOR PROCESSING IN THIS JURISDICTION

➤ **WASHINGTON, D.C. EMBASSY**

JURISDICTION: WASHINGTON D.C., DELAWARE, IDAHO, KENTUCKY, MARYLAND, MONTANA, NEBRASKA, NORTH CAROLINA, SOUTH CAROLINA, NORTH DAKOTA, SOUTH DAKOTA, TENNESSEE, UTAH, VIRGINIA, WEST VIRGINIA, WYOMING

[CLICK HERE TO COMPLETE THE WASHINGTON APPLICATION FORM](#)

CONSULATE FEES/PROCESSING TIMES:

VALIDITY	CONSULATE FEE REGULAR PROCESSING (5 - 7 BUSINESS DAYS)	CONSULATE FEE RUSH PROCESSING (4 DAYS OR LESS)
SINGLE	\$30.00	\$50.00
DOUBLE	\$45.00	\$65.00
MULTIPLE (6 MONTHS)	\$60.00	\$80.00
MULTIPLE (1 YEAR)	\$90.00	\$110.00

THE EMBASSY IN D.C. ALSO REQUIRES:

- PASSPORT MUST HAVE TWO (2) BLANK SIDE-BY-SIDE VISA PAGES OR FRONT AND BACK BLANK VISA PAGES.
- THIS CONSULATE DOES NOT REQUIRE THE APPLICANT SUBMIT A COPY OF THEIR DRIVERS LICENSE.

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EXAMPLE OF A COMPANY LETTER (CREW MEMBERS)

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

DATE: _____

EMBASSY/CONSULATE OF CHINA IN (CONSULATE OF APPLICANT'S JURISDICTION)

GENTLEMEN:

PLEASE BE ADVISED THAT THE BELOW LISTED INDIVIDUALS ARE APPLYING FOR CREW MEMBER VISAS. OUR COMPANY, (EMPLOYER), WILL GUARANTEE MR. /MRS.

(TRAVELER) MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS/HER WELFARE WHILE IN YOUR COUNTRY.

PILOTS: PRIMARY: (LIST NAME)
BACK UP (S): (LIST NAME)

FIRST OFFICER: PRIMARY: (LIST NAME)
BACK UP: (LIST NAME)

FLIGHT ATTENDANT: PRIMARY: (LIST NAME)
BACK UP: (LIST NAME)

DATE OF 1ST ARRIVAL: (LIST DATE OF 1ST ENTRY)

AIRPORT OR ARRIVAL: (LIST AIRPORT OF 1ST ARRIVAL)

AIRCRAFT/FLIGHT: (TAIL NUMBER)

DATE OF DEPARTURE: (LIST THE DATE OF INTENDED DEPARTURE)

AIRPORT OF DEPARTURE: (LIST THE AIRPORT WHERE YOU WILL DEPART)

PURPOSE FOR TRAVEL: (LIST PURPOSE FOR TRAVEL)

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. /MRS. (TRAVELER) THE APPROPRIATE (SINGLE OR DOUBLE OR MULTIPLE) ENTRY CREW VISA AT YOUR EARLIEST CONVENIENCE. IF YOU HAVE ANY QUESTIONS, PLEASE GIVE ME A CALL AT (CONTACT PHONE NUMBER).

THANK YOU,

(SUPERVISOR'S TITLE AND SIGNATURE)