

# 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)



## **ATTENTION:**

THE SAUDI CONSULATE HAS VERY SPECIFIC GUIDELINES FOR EACH TYPE OF VISA THEY OFFER. TO ENSURE THAT WE ARE ABLE TO PROVIDE THE MOST ACCURATE INFORMATION AND ASSISTANCE, IF IN DOUBT AS TO WHAT TYPE OF VISA TO SELECT, PLEASE FORWARD A COPY OF THE APPROVAL/ADVISE SLIP RECEIVED FROM SAUDI ARABIA TO OUR OFFICE BY EMAIL OR FAX SO THAT WE CAN VERIFY WHAT TYPE OF VISA IS BEING REQUESTED AND SO THAT WE CAN BE SURE WE PROVIDE THE CORRECT LIST OF INSTRUCTION.

THE MOST COMMON VISAS ISSUED BY THE SAUDI ARABIA EMBASSY/CONSULATE ARE AS FOLLOWS:

TYPE OF VISA	ARABIC TRANSLATION	DESCRIPTION
BUSINESS ("COMMERCIAL")	زيارة تجارية	SHORT TERM VISA ISSUED TO BUSINESSMEN, INVESTORS, REPRESENTATIVES OF U.S. COMPANIES, MANAGERS, SALES REPRESENTATIVES, ETC. NO EMPLOYMENT PERMITTED.
WORKING VISIT VISA	زيارة عمل	SHORT TERM VISA FOR TEMPORARY WORK PURPOSES, TYPICALLY NON-BUSINESS.
FAMILY VISIT VISA	زيارة عائلة	SHORT TERM VISA ISSUED TO FAMILY MEMBERS OF THE EMPLOYMENT VISA HOLDER WHO WILL BE WORKING IN OR ALREADY RESIDES IN SAUDI ARABIA. DOES NOT PERMIT APPLICANT TO RESIDE IN SAUDI OR HOLD EMPLOYMENT.
EMPLOYMENT/WORK VISA (BLOCK)	عمل	LONG-TERM VISA ISSUED FOR EMPLOYMENT BY SAUDI ARABIAN COMPANY.
RESIDENT VISA	إقامة	LONG-TERM VISA ISSUED TO FAMILY MEMBERS OF THE EMPLOYMENT VISA HOLDER WHO WILL BE WORKING IN OR ALREADY RESIDES IN SAUDI ARABIA. DOES NOT PERMIT APPLICANT TO WORK IN SAUDI.
GOVERNMENT VISIT VISA	زيارة حكومية	SHORT TERM VISA ISSUED WITH APPROVAL DIRECTLY FROM THE GOVERNMENT. NO VISA FEE, VISA REQUIREMENTS SIMILAR TO "BUSINESS" VISA.

**\*\*\*DO NOT MARK YOUR APPLICATION AS "BUSINESSMEN"! THIS WILL CAUSE A DELAY IN PROCESSING\*\*\***

VERIFYING THE TYPE OF VISA REQUESTED WILL HELP ENSURE THERE ARE NO DELAYS IN PROCESSING, SO IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE TYPE OF VISA YOU WILL NEED, PLEASE CONTACT OUR OFFICE FOR FURTHER GUIDANCE.

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## **MEDICAL COVERAGE NOW REQUIRED FOR NON-U.S. PASSPORT HOLDERS**

EFFECTIVE 2016, THE SAUDI CONSULATES AND EMBASSY NOW REQUIRE MEDICAL INSURANCE BE PURCHASED FOR ALL APPLICANTS APPLYING FOR ANY "VISIT"-TYPE VISAS (I.E.- COMMERCIAL, WORKING, FAMILY). THE INSURANCE IS TO BE PURCHASED THROUGH ONE OF THEIR APPROVED PROVIDERS WHEN COMPLETING THE ONLINE APPLICATION. EACH APPLICANT'S INSURANCE COSTS WILL VARY AS IT IS DETERMINED BY A NUMBER OF FACTORS SPECIFIC TO THAT PERSON (AGE, GENDER, ETC). FEES CAN RANGE FROM \$20.00 TO \$400.0 PER APPLICANT.

PLEASE COMPLETE AND RETURN THE MEDICAL INSURANCE FORM WITH EACH REQUEST TO ENSURE YOUR REQUEST IS PROCESSED ACCURATELY.

WE WILL UPDATE OUR INFORMATION AS IT BECOMES AVAILABLE

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

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## SAUDI ARABIA FAMILY VISIT 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/DECLARATION:</b>	1
<b>PASSPORT TYPE PHOTO (S):</b>	1	<b>TRAVEL ITINERARY:</b>	1-COPY
<b>FAMILY MEMBER'S IQAMA:</b>	1-COPY	<b>PROOF OF RELATIONSHIP:</b>	1-COPY
<b>VISA ADVICE SLIP:</b>	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)	<u>\$225.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER (\$6.00 OR 3% OF CONSULATE FEE, WHICHEVER IS GREATER):	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	_____
PROCESS ADMINISTRATION FEES:	<u>\$50.00</u>
RETURN SHIPPING FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

<b>RETURN SHIPPING FEES (SELECT ONE)</b>	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$45.00
<input type="checkbox"/> 2-DAY LETTER	\$37.50
<input type="checkbox"/> 3-DAY LETTER	\$27.50
<input type="checkbox"/> SATURDAY LETTER	\$55.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$95.00

<b>REGULAR PROCESS TIME:</b>	<b>5 TO 7 DAYS</b>
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).	

COMMENTS: THE PROCESS ADMINISTRATION FEES ARE THE FEES ASSOCIATED TO PERFORM THE REQUIRED TRANSLATION (OF THE INVITATION), UPLOAD THE PHOTOS, ARCHIVE A COPY OF ALL THE SUPPORTING DOCUMENTS AND TO ARCHIVE A COPY OF THE VISA.

REVISED 4-22-2019 JENN

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## **SAUDI ARABIA FAMILY VISIT**

NON-U.S. PASSPORT HOLDER

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

- 1.) **SIGNED PASSPORT** –
  - MINIMUM OF 6 MONTHS VALIDITY REMAINING
  - MUST HAVE TWO (2) SIDE-BY-SIDE BLANK VISA PAGES
- 2.) **TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)** – RECENT WITHIN 6 MONTHS
  - WHITE BACKGROUND
  - DARK SHIRT
- 3.) **ONE COMPLETED APPLICATION** (IF THE HARD COPY OF THE APPLICATION IS NOT COMPLETED IN ITS ENTIRETY, IT COULD CAUSE A DELAY IN THE VISA PROCESS AND ENURE ADDITION FEES TO COMPLETE ON TRAVELER'S BEHALF). **THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS WITH WHITE-OUT OR OTHER HAND-MADE CORRECTIONS. PLEASE BE SURE TO USE OUR TIPS ON COMPLETING THE APPLICATION TO HELP ENSURE THERE ARE NO DELAYS IN SUBMISSION AND/OR PROCESSING. PLEASE REFERE TO THE NEXT PAGES FOR THE APPLICABLE FORMS FOR EACH EMBASSY/CONSULATE LOCATION.**
- 4.) **SIGNED DECLARATION** (INCLUDED AS FIRST PAGE OF APPLICATION)
- 5.) **\*\*COPY OF THE ONLINE CONFIRMATION-** DUE TO THE **EXTREME SENSITIVITY OF HOW THE CONSULATE REQUIRES THE REGISTRATION OF THE ONLINE APPLICATION IS COMPLETED, VIP WILL COMPLETE THIS PROCESS ON THE APPLICANT'S BEHALF (ADDITIONAL \$50.00 SERVICE FEE IN ADDITION TO THE \$10.50 ONLINE APPLICATION FEE)**
- 6.) **ORIGINAL MARRIAGE CERTIFICATE** (IF VISITING A SPOUSE) **OR YOUR ORIGINAL BIRTH CERTIFICATE** (IF VISITING A PARENT) OR THEIR ORIGINAL GOVERNMENT ISSUED DOCUMENT THAT SHOWS THE FAMILY RELATION/KINSHIP - MAY REQUIRE ADDITIONAL STEPS.
- 7.) MINORS (UNDER 18 YEARS OF AGE) TRAVELING ALONE OR WITH ONE PARENT MUST SUBMIT A NOTARIZED LETTER OF AUTHORIZATION, IN EITHER ENGLISH OR ARABIC, SIGNED BY BOTH PARENTS AND/OR LEGAL GUARDIAN(S). **CLICK HERE** FOR AN EXAMPLE OF THE MINOR AUTHORIZATION LETTER.
- 8.) **COPY OF THE OFFICIAL VISA ADVISE SLIP** (THE VISA ADVISE SLIP IS A NOTE SHOWING THE NUMBER AND THE DATE OF THE VISA ISSUED BY THE MINISTRY OF FOREIGN AFFAIRS OR ANY OF ITS BRANCHES IN JEDDAH OR DAMMAM)
- 9.) **COPY OF IQAMA** (FROM THE FAMILY MEMBER IN SAUDI)
- 10.) **COPY OF TRAVEL ITINERARY** - IF AVAILABLE
- 11.) **PROOF OF U.S. STATUS** (PLEASE SUBMIT **ONE** OF THE FOLLOWING):
  - FRONT AND BACK COPY OF VALID U.S. GREEN CARD
  - ORIGINAL I-94 (<https://i94.cbp.dhs.gov/>) **AND** VALID U.S. VISA

**VALIDITY:** THE CONSULATE CAN ISSUE THE FAMILY VISIT VISA VALID FOR UP TO 1825 DAYS AND WILL ALLOW MULTIPLE ENTRIES FOR A STAY UP TO 6 MONTHS ON EACH ENTRY. THE FAMILY VISIT VISA DOES NOT GRANT THE APPLICANT THE RIGHT TO WORK OR RESIDE IN THE KINGDOM. THE LENGTH OF STAY AND HOW LONG THE VISA IS VALID FOR IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

**CONSULATE FEES:** **FEES VARY BASED ON NATIONALITY AND/OR VISA VALIDITY (\$80.00 - \$140.00**

**INVITATION LETTER:** IF THE APPLICANT WILL TRAVEL TO SAUDI TO JOIN THEIR FAMILY MEMBER AND RESIDE IN SAUDI ARABIA YOU WILL NEED TO APPLY FOR A RESIDENT VISA (PLEASE SEE THE OTHER SET OF INSTRUCTIONS TITLED SAUDI ARABIA RESIDENT VISA).

REVISED 10-26-2021 - EL/IM

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## URGENT NOTICE

AS A RESULT OF THE ONGOING CORONAVIRUS EPIDEMIC, THE GOVERNMENT OF SAUDI ARABIA ASKED THAT WE INCLUDE THE INFORMATION BELOW AS PART OF THE ONLINE VISA APPLICATION.

PLEASE LIST THE FOLLOWING INFORMATION FOR EACH COUNTRY THE APPLICANT HAS TRAVELED TO IN THE LAST 6 MONTHS:

<u>DESTINATION</u>	<u>DATE OF ENTRY</u>	<u>DATE OF EXIT</u>	<u>PURPOSE OF TRAVEL</u>

PLEASE LIST THE DATE THE APPLICANT IS EXPECTED TO ENTER SAUDI ARABIA ALONG WITH THE FLIGHT NUMBER:

EXPECTED DATE OF ENTRY INTO SAUDI: \_\_\_\_\_ FLIGHT NUMBER: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

# SAUDI CONSULATE LOCATIONS

EACH APPLICANT'S INVITATION INDICATES WHERE IT WILL BE PROCESSED. IF YOU ARE UNSURE AS TO WHERE YOURS WILL BE PROCESSED, PLEASE EMAIL OR FAX A COPY OF YOUR INVITATION TO OUR OFFICE AND WE WILL ADVISE WHICH APPLICATION YOU WILL NEED TO SUBMIT.

SAUDI ARABIA EMBASSY/CONSULATE LOCATIONS	
ENGLISH	ARABIC
HOUSTON	هيوسطن
WASHINGTON, DC	واشنطن
NEW YORK	نيويورك

\*IF YOUR INVITATION INDICATES A LOCATION OTHER THAN THE ONES LISTED ABOVE, PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION

## HOUSTON CONSULATE

[CLICK HERE](#) FOR THE HOUSTON VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN HOUSTON.

## NEW YORK CONSULATE

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

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK.

## WASHINGTON, D.C. EMBASSY

[CLICK HERE](#) FOR THE WASHINGTON, D.C. VISA APPLICATION FORM

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