



# 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: [info@vippassports.com](mailto: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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## THAILAND BUSINESS VISA NON-U.S. PASSPORT

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	BANK STATEMENT:	<u>1-COPY</u>

OTHER: COPY OF PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL  
VALID USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>) (STUDENTS  
ORIGINAL VALIDATED I-20)-SEE NEXT PAGE FOR MORE DETAILED  
INFORMATION.

**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 ( <i>LESS THAN 5 DAYS PROCESSING</i> ):	<u>                    </u>
OTHER FEES: _____	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING). **RUSH PROCESSING IS ONLY AVAILABLE FOR APPLICANTS THAT RESIDE IN TEXAS AND REQUESTING A SINGLE ENTRY VISA (MOST NATIONALITIES-PLEASE CALL OUR OFFICE TO CONFIRM IF YOU QUALIFY).**

COMMENTS: PLEASE DO NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 12-21-2016 (IM-SDL)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## **THAILAND BUSINESS VISA**

### ***PLEASE SUBMIT THE FOLLOWING REQUIREMENTS***

1.) **PASSPORT**

- MUST BE SIGNED
- MUST HAVE A REMAINING VALIDITY OF AT LEAST 6 MONTHS

2.) **TWO (2) CURRENT PASSPORT-TYPE PHOTOGRAPHS (2x2)**

- WHITE BACKGROUND
- FULL-FACE VIEW (*DARK GLASSES AND HATS ARE NOT PERMITTED*)
- PAPER COPIES OF A PHOTOGRAPH ARE NOT PERMITTED

3.) **ONE (1) COMPLETED APPLICATION:**

*(SIGNATURE ON APPLICATION MUST EXACTLY MATCH SIGNATURE ON PASSPORT)*

4.) **COPY OF THE TRAVEL ITINERARY**

5.) **COMPANY LETTER OF GUARANTEE:** A BUSINESS LETTER FROM THE U.S. COMPANY, PRINTED ON THE COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE EMBASSY OF THAILAND, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (*AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE*). BUSINESS LETTER MUST ADHERE TO THE FORMAT PROVIDED IN THE EXAMPLE LETTER ON PAGE 7. PLEASE BE SURE THAT THE FOLLOWING ITEMS ARE INCLUDED IN THE LETTER:

- ❖ APPLICANT'S POSITION
- ❖ LENGTH OF EMPLOYMENT
- ❖ SALARY
- ❖ PURPOSE OF VISIT
- ❖ LENGTH OF STAY IN THAILAND

6.) **INVITATION LETTER:** A BUSINESS INVITATION LETTER FROM THE SPONSORING COMPANY IN THAILAND. THE LETTER SHOULD BE PRINTED ON COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE EMBASSY OF THAILAND, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (*AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE*). THE BUSINESS LETTER MUST ADHERE TO THE FOLLOWING GUIDELINES:

- ❖ BRIEFLY INTRODUCE THE APPLICANT – SPECIFY EMPLOYMENT STATUS/POSITION HELD IN THE COMPANY
- ❖ STATE THE NATURE OF THE BUSINESS TO BE CONDUCTED (*I.E. BUSINESS MEETINGS, CONTRACT NEGOTIATIONS, ETC.*) AND THE NAMES AND ADDRESS OF COMPANY TO BE VISITED IN THAILAND.
- ❖ SPECIFY THE TYPE AND DESIRED VALIDITY OF THE VISA (*I.E. A ONE YEAR MULTIPLE ENTRY BUSINESS VISA*). FOR MULTIPLE ENTRY REQUESTS, SPECIFY DATES OF AT LEAST TWO UPCOMING VISITS.

**CONTINUED →**



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7.) **COPY OF MOST RECENT BANK STATEMENTS**

- MUST SHOW A MINIMUM OF \$700.00 PER PERSON, OR \$1500 PER FAMILY
- MUST SHOW APPLICANT'S NAME, BALANCE, DATES OF STATEMENTS

8.) **APPROVAL FROM THE MINISTRY OF LABOR**: FOR APPLICANTS STAYING IN THAILAND FOR THAN 15 DAYS ON EACH ENTRY WILL BE REQUIRED TO ALSO SUBMIT A COPY OF THE LETTER OF APPROVAL FROM THE MINISTRY OF LABOR. TO OBTAIN THIS LETTER, THE COMPANY IN THAILAND IS REQUIRED TO SUBMIT FORM WP3 AT THE OFFICE OF FOREIGN WORKERS ADMINISTRATION, DEPARTMENT OF EMPLOYMENT, MINISTRY OF LABOR (*TELEPHONE NUMBER IS 02-245-2745*), OR AT THE PROVINCIAL EMPLOYMENT OFFICE IN HIS OR HER RESPECTIVE PROVINCE. MORE INFORMATION IS ALSO AVAILABLE AT THE DEPARTMENT OF EMPLOYMENT OR [www.doe.go.th](http://www.doe.go.th)

9.) **INTERNATIONAL HEALTH CERTIFICATE** (*SEE PAGE 5*)

10.) **PROOF OF VALID U.S. STATUS** (*PLEASE SUBMIT ONE OF THE FOLLOWING*):

- COPY OF FRONT/BACK OF PERMANENT RESIDENT CARD
- ORIGINAL U.S. VISA AND I-94 (*VISIT <https://i94.cbp.dhs.gov/>*)

11.) **CONSULATE FEE**:

- \$ 80.00 - SINGLE ENTRY VISA
- \$200.00 - MULTIPLE ENTRY VISA

**VALIDITY:**

VISAS ARE VALID FOR SINGLE OR MULTIPLE ENTRIES, WHICHEVER IS INDICATED ON THE APPLICATION. SINGLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS AND ENTRY MUST BE MADE WITHIN 90 DAYS. MULTIPLE ENTRY VISAS ARE VALID FOR A STAY OF UP TO 90 DAYS AND IS VALID FOR ALL ENTRIES FOR UP TO 1 YEAR. IF YOU ARE REQUESTING A MULTIPLE ENTRY, BE SURE THE COMPANY LETTER AND THE INVITATION IS REQUESTING ONE TO BE ISSUED AND YOU SEND A COPY OF THE APPROVAL LETTER FROM THE MINISTRY OF LABOR.

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## THAILAND

**HEALTH REQUIREMENTS: NO INOCULATIONS OR VACCINATIONS ARE REQUIRED UNLESS THE APPLICANT HAS BEEN TO THE INFECTED AREAS LISTED BELOW.**

**AS OF FEBRUARY 1991, THAILAND HAS REQUIRED A YELLOW FEVER CERTIFICATE FROM TRAVELERS WHO HAVE VISITED THE FOLLOWING COUNTRIES WITHIN THE PAST 10 YEARS:**

<b><u>COUNTRIES INFECTED WITH YELLOW FEVER</u></b>				
ANGOLA	CHAD	GABON	MALI	SENEGAL
BENIN	COLOMBIA	GAMBIA	MAURITANIA	SIERRA LEONE
BOLIVIA	CONGO	GHANA	NIGER	SOMALIA
BRAZIL	COTE D'IVOIRE	GUINEA	NIGERIA	SUDAN
BURKINA FASO	ECUADOR	GUINEA-BISSAU	PANAMA	SURINAME
BURUNDI	EQ. GUINEA	GUYANA	PERU	TANZANIA
CAMEROON	ETHIOPIA	KENYA	RWANDA	TOGO
C.A.R.	FRENCH-GUINEA	LIBERIA	SAO TOME	UGANDA
ALONG WITH: TRINIDAD-VENEZUELA-ARGENTINA-PARAGUAY				

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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

EMBASSY OF THAILAND  
WASHINGTON, DC USA

GENTLEMEN:

MR. / MRS. (**TRAVELER**) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS

(**PROFESSION/JOB TITLE**) FOR (**COMPANY NAME**). MR. / MRS. (**TRAVELER**) PLANS

TO VISIT (**CITY IN THAILAND**) FOR THE PURPOSE OF (**DETAILED EXPLANATION OF**

**TRIP**) WITH (**COMPANY IN THAILAND TO BE VISITED**).

APPLICANTS NAME:

PROFESSION:

LENGTH OF EMPLOYMENT:

SALARY:

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**

**SUPERVISOR'S NAME**

**SUPERVISOR'S POSITION/JOB TITLE**

**\*\*\*PLEASE BE SURE THE COMPANY LETTER IS VERY DETAILED AND FOLLOWS THE FORMAT PROVIDED. BE SURE TO INCLUDE THE DATES OF TRAVEL FOR ANY FUTURE TRIPS TO THAILAND IF A MULTIPLE ENTRY VISA IS BEING REQUESTED. ANY LETTERS THAT ARE NOT DETAILED AND/OR FOLLOW THE ABOVE FORMAT MAY INCUR A DELAY IN PROCESSING\*\*\***