

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472

Website: www.vippassports.com Email: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

DON'T FORGET
TO EMAIL YOUR
DOCUMENTS TO OUR
OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

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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VIETNAM BUSINESS 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>1</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>\$125.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (1 TO 2 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:

<input type="checkbox"/> PRIORITY LETTER	\$45.00
<input type="checkbox"/> 2-DAY LETTER	\$37.50
<input type="checkbox"/> 3-DAY LETTER	\$27.50
<input type="checkbox"/> SATURDAY LETTER	\$75.00
<input type="checkbox"/> 1 ST OVERNIGHT	\$95.00

**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 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. PLEASE DO NOT PURCHASE NON-CHANGEABLE OR NON-REFUNDABLE AIRLINE TICKETS UNTIL VISA HAS BEEN ISSUED AND THE PASSPORT IS IUN HAND.**

REVISED: 6-21-2022 (EL)

Specializing in Visas, Passports, Document Legalization and Translations



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VIETNAM ENTRY 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.) **INVITATION LETTER** (*BUSINESS ONLY*) – LETTER OF INVITATION NORMALLY COMES FROM YOUR SPONSOR IN VIETNAM, AND THEN THEY MUST GO TO THE “PEOPLES COMMUNITY FOR THE BRANCH OF THEIR INDUSTRY IN VIETNAM” AND REQUEST AN LOI (LETTER OF INVITATION). ONCE THE LETTER OF INVITATION IS ISSUED, IT MUST THEN BE SENT TO THE IMMIGRATION DEPARTMENT IN VIETNAM. ONCE THE IMMIGRATION DEPARTMENT AUTHORIZES THE GREEN LIGHT ON THE INVITATION LETTER, THEN THEY WILL ISSUE A SPECIAL PERMISSION LETTER THAT WE CAN UTILIZE TO APPLY FOR THE VISA.
- 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**: *THE BELOW FEES MAY CHANGE WITHOUT NOTICE*

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	\$120.00	\$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: 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 BELOW. PLEASE ALSO BE SURE TO SUBMIT A CLEAR COPY OF YOUR BIRTH CERTIFICATE WITH THE ALTERNATE APPLICATION

CONTINUED →



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VALIDITY: 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 VIETNAM. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH VIETNAM LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS. THE CONSULATE WILL USUALLY ISSUE THE VISA ACCORDING TO THE DATES LISTED ON THE VISA APPLICATION.

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

MULTIPLE ENTRIES: A MULTIPLE ENTRY VISA CAN BE ISSUED WITH A STAY VALID FROM 30 DAYS TO 180 DAYS (*AS LISTED ON THE VISA APPLICATION*).

REVISED: 6-21-2022 (EL)

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:

.....

.....

.....

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

Date:.....

Signature of Applicant

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)

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).