



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com Email: info@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 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	
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	*****
EMAIL	*****

METHOD OF PAYMENT

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____



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VIETNAM E-VISA

PLEASE SEE NEXT PAGES FOR ELIGIBLE COUNTRIES

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

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$150.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED EVISA.

REGULAR PROCESS TIME: **3 TO 5 DAYS**

COMMENTS: _____

REVISED: 11-01-2022 (EL)



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VIETNAM E-VISA

PLEASE SEE NEXT PAGE FOR ELIGIBLE COUNTRIES

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COLOR COPY OF VALID PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY
- AT LEAST TWO BLANK VISA PAGES

2.) ONE COMPLETED REQUEST FORM – SEE BELOW

3.) ONE COLOR PASSPORT-TYPE PHOTO - IN JPEG FORMAT IF EMAILED

- MUST BE CLEAR, COLOR PHOTO ON WHITE BACKGROUND
- CAN BE EMAILED TO OUR OFFICE, OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS

4.) COPY OF TRAVEL ITINERARY – IF AVAILABLE

5.) CONSULATE FEE: \$25.96

VALIDITY: E-VISAS ARE USUALLY ISSUED FOR SINGLE-ENTRY UP WITH A STAY OF UP TO 30 DAYS.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (INFO@VIPPASSPORTS.COM) OR BY SHIPPING THEM TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THAT ALL DOCUMENTS ARE IN .JPEG FORMAT
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTIONS AND GUIDANCE ON APPLYING FOR A VISA TO BE ISSUED INTO THE PASSPORT.

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VIETNAM E-VISA

ELIGIBLE COUNTRIES

IF YOU HOLD A PASSPORT FROM ONE OF THE COUNTRIES LISTED BELOW, AND YOU WILL BE STAYING IN VIETNAM FOR LESS THAN 30 DAYS, YOU MAY APPLY FOR AN E-VISA:

ANDORRA	ARGENTINA	ARMENIA	AUSTRALIA
AUSTRIA	AZERBAIJAN	BELARUS	BELGIUM
BOSNIA & HERZEGOVINA	BRAZIL	BRUNEI	BULGARIA
CANADA	CHILE	CHINA	COLOMBIA
CROATIA	CUBA	CYPRUS	CZECH
DENMARK	ESTONIA	FIJI	FINLAND
FRANCE	GEORGIA	GERMANY	GREECE
HUNGARY	ICELAND	INDIA	IRELAND
INDIA	IRELAND	ITALY	JAPAN
KAZAKHSTAN	KOREA, SOUTH	LATVIA	LIECHTENSTEIN
LITHUANIA	LUXEMBOURG	MACEDONIA	MALTA
MARSHALL ISLANDS	MEXICO	MICRONESIA	MOLDOVA
MONACO	MONGOLIA	MONTENEGRO	MYANMAR
NAURU	NETHERLAND	NEW ZEALAND	NORWAY
PALAU	PANAMA	PAPUA NEW GUINEA	PERU
PHILIPPINES	POLAND	PORTUGAL	QATAR
ROMANIA	RUSSIA	SAMOA	SAN MARINO
SERVIA	SLOVAKIA	SLOVENIA	SOLOMON ISLANDS
SPAIN	SWEDEN	SWITZERLAND	TIMOR LESTE
UAE	UK	USA	URUGUAY
VANUATU	VENEZUELA		

REVISED: 11-1-2022 (EL)

E-VISA REQUEST FORM

VISA REQUESTED	<input type="checkbox"/> TOURIST → 30-DAY SINGLE
	<input type="checkbox"/> BUSINESS → 30-DAY SINGLE
SURNAME (AS SHOWN IN PASSPORT)	
GIVEN NAME (AS SHOWN IN PASSPORT)	
HAVE YOU EVER CHANGED YOUR NAME	<input type="checkbox"/> NO <input type="checkbox"/> YES – PREVIOUS NAME: _____
NATIONALITY AT BIRTH	
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
RELIGION	
MALE OR FEMALE	
DATE OF BIRTH – DAY/MONTH/YEAR	
PASSPORT NUMBER	
PASSPORT ISSUE DATE	
PASSPORT EXPIRATION DATE	
FULL HOME ADDRESS (STREET, CITY, STATE, ZIP) & PHONE NUMBER	
EMAIL ADDRESS	
PROFESSION	
EMPLOYER NAME/BUSINESS	
ADDRESS OF EMPLOYER	
PHONE NUMBER OF EMPLOYER	
PURPOSE OF VISIT	
DATE OF ENTRY	
DATE OF EXIT	
PORT OF ENTRY (CHECKPOINT)	
PORT OF EXIT (CHECKPOINT)	

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

E-VISA REQUEST FORM

CONTACT INFORMATION IN VIETNAM (SPONSOR, HOST, HOTEL....)	NAME: ADDRESS: PHONE: EMAIL:
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I solemnly declare that the statements made on this evisa request form are true and correct.

Date: _____

Signature: _____

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).
INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.