



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

☐ 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, Apostilles, Document Legalizations, and Translations



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BANGLADESH BUSINESS VISA

U.S. PASSPORT HOLDERS

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) VALID PASSPORT

- ❖ MUST HAVE AT LEAST 1 BLANK VISA PAGE
- ❖ MINIMUM OF 6 MONTHS REMAINING VALIDITY

2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)

3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE

4.) COPY OF TRAVEL ITINERARY

5.) COMPANY LETTER OF GUARANTEE

6.) COPY OF INVITATION FROM SPONSOR IN BANGLADESH - MUST BE ACCOMPANIED BY A COPY OF REGISTRATION FOR BANGLADESH COMPANY

7.) CONSULATE FEE: \$160.00

VALIDITY: THE LENGTH OF STAY AND THE LENGTH OF VISA VALIDITY IS DETERMINED ON A CASE BY CASE BY THE ISSUING VISA OFFICER. THE VISAS ARE TYPICALLY ISSUED FOR VALIDITY FROM 90 DAYS (SINGLE ENTRY) UP TO 3 YEARS (MULTIPLE ENTRY).

REVISED: 7-28-2025 (EL)

BANGLADESH CONSULATE JURISDICTIONS

(PROCESSING TIMES AND LISTING ANY SPECIAL REQUIRMENTS FOR THAT PARTICULAR CONSULATE)

LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, CALIFORNIA, IDAHO, NEVADA, OREGON, UTAH, WASHINGTON AND WYOMING

PROCESSING TIME: 10 TO 12 BUSINESS DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN LOS ANGELES.

NEW YORK CONSULATE

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

PROCESSING TIME: 10 TO 12 BUSINESS DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN NEW YORK.

WASHINGTON, D.C. EMBASSY

JURISDICTION: ALABAMA, ALASKA, ARKANSAS, COLORADO, DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, LOUISIANA, MARYLAND, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEW MEXICO, NORTH CAROLINA, NORTH DAKOTA, OHIO, OKLAHOMA, PENNSYLVANIA, SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, TEXAS, VIRGINIA, WEST VIRGINIA, WISCONSIN AND THE PACIFIC ISLAND TERRITORY (U.S.)

PROCESSING TIME: 10 TO 12 DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN WASHINGTON, D.C.

****WHEN COMPLETING THE ONLINE APPLICATION IT IS BEST TO USE GOOGLE CHROME****

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.
(TRAVELER) PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

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)

***PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER
SHOULD NOT SIGN THIS LETTER.***