

ATTENTION !!!!

The Chinese Embassy/Consulates no longer require an appointment for submission of a visa application. The regular processing time can take up to 6-7 business days, and the rush/express process if available can take anywhere from 3-5 business days.

When completing the online application, make sure you follow the pointers listed below:

- In the Name Section list your first and middle name as listed in your passport on the same line
- In the passport details Section please list that you have an ordinary passport unless you work for the government and have an official passport for travel
- In the work Section you must list an employed to date for each employer, and must list the position and the Duties for each employer
- In the Education Section list the full name of your school – no abbreviations
- In the Family Section list your full address as in your physical address including your city, state, and zip code
- In the family Section it is also required that your parents details must be filled in even if your parents are deceased.
- In the Itinerary Section a flight number for entry and exit from China is required, but you do not have to buy a ticket all we need is a flight number
- In the Past travel Section - If marked yes for previous visa and visit to China, then a copy of passport and visa must be provided and if not then a letter needs to be addressed to the Chinese Embassy/Consulate stating what happened to the passport and previous visa

Thank you,

VIP PASSPORT SERVICES, INC.

REVISED: 2-18-2025



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				
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: _____



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CHINA (PRC) WORK VISA U.S. PASSPORT HOLDER

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

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$395.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
ADD RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY	\$95.00
☐ 1 ST OVERNIGHT - CALL	

REGULAR PROCESS TIME:	5 TO 7 DAYS
THE PROCESSING TIME LISTED ABOVE IS AFTER WE HAVE SUBMITTED YOUR REQUEST TO THE EMBASSY/CONSULATE.	

COMMENTS: THERE WILL BE AN ADDITIONAL \$105.00 FEDEX (TO/FROM) FEE IF
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED : 9-10-2025(EL)

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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PEOPLE'S REPUBLIC OF CHINA (P.R.C.) WORK VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) SIGNED U.S. PASSPORT

- MUST HAVE TWO CONSECUTIVE BLANK VISA PAGES
- MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE EXPECTED DATE OF DEPARTURE FROM CHINA – IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, THE PASSPORT MUST HAVE AT LEAST 12 MONTHS REMAINING VALIDITY

2.) TWO RECENT 2X2 COLOR PASSPORT TYPE PHOTOGRAPH:

- WHITE BACKGROUND REQUIRED
- TAKEN WITHIN 6 MONTHS
- [CLICK HERE](#) FOR MORE DETAILED GUIDELINES FOR PHOTOS

3.) SIGNED COMPLETED APPLICATION

- [CLICK HERE](#) FOR THE LINK TO COMPLETE THE APPLICATION AND YOU WILL NEED TO READ THE GUIDELINES BEFORE YOU START THE APPLICATION OR IT MAY CAUSE A DELAY AND ADDITIONAL FEES. **SEE LIST OF JURISDICTIONS BELOW BEFORE CLICKING ON THE ABOVE LINK.**

4.) INFORMED CONSENT FORM – ONLY REQUIRED IF YOU HAVE A PREVIOUS ISSUED VALID VISA

5.) WHERE YOU STAY FORM – SEE BELOW

6.) DECLARATION FOR TRAVEL HISTORY FORM – ONLY REQUIRED IF YOU HAVE TRAVELED TO TURKEY IN THE PAST 12 MONTHS. THE EMBASSY/CONSULATE MAY WANT THE APPLICANT TO APPEAR IN PERSON.

7.) YOUR TRAVEL RECORDS FOR THE PAST 5 YEARS FORM – ONLY REQUIRED IF YOU HAVE TRAVELED TO AFGHANISTAN, AZERBAIJAN, PAKISTAN, KAZAKHSTAN, TAJIKISTAN, KYRGYZSTAN, TURKEY, UZBEKISTAN, SYRIA, YEMEN, IRAQ, LIBYA, MALI, SOUTH SUDAN, NIGERIA, SOMALIA, TUNISIA, LEBANON, ALGERIA, KENYA, CAMEROON, CHAD, BANGLADESH, SRI LANKA, IRAN, GHANA, OR CONGO IN THE PAST 12 MONTHS. THE EMBASSY/CONSULATE MAY WANT THE APPLICANT TO APPEAR IN PERSON.

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8.) PROOF OF RESIDENCE: (PLEASE SUBMIT **ONE OF THE FOLLOWING)**

****PROOF OF RESIDENCE IS USED TO VERIFY JURISDICTION, SO PLEASE BE SURE IT CORRESPONDS WITH ADDRESS LISTED ON THE APPLICATION****

- COPY OF DRIVER'S LICENSE
- COPY OF MAJOR UTILITY BILL (ELECTRIC, WATER, GAS)
- LEASE AGREEMENT
- MORTGAGE STATEMENT

9.) ORIGINAL INVITATION LETTER ISSUED BY THE AUTHORIZED CHINESE UNIT OR CONFIRMATION LETTER OF INVITATION ISSUED BY AUTHORIZED CHINESE AGENCY(MUST BE ORIGINAL, OTHERWISE THERE WILL BE A DELAY IN PROCESSING), AS WELL AS ONE OF THE FOLLOWING DOCUMENTS:

- a. FOREIGNER EMPLOYMENT PERMIT ISSUED BY MINISTRY OF HUMAN RESOURCES AND SOCIAL SECURITY OF CHINA
- b. FOREIGN EXPERT CONFIRMATION DOCUMENT ISSUED BY STATE ADMINISTRATION OF FOREIGN EXPERTS' AFFAIRS OF CHINA
- c. REGISTRATION CERTIFICATE OF FOREIGN ENTERPRISES' PERMANENT REPRESENTATIVE OFFICES IN CHINA ISSUED BY THE STATE ADMINISTRATION FOR INDUSTRY AND COMMERCE, OR THE APPROVAL DOCUMENT FOR THE PERMANENT REPRESENTATIVE OFFICE OF FOREIGN ENTERPRISES ISSUED BY RELATED COMMERCIAL DEPARTMENTS
- d. APPROVAL DOCUMENT ISSUED BY THE MINISTRY OF CULTURE FOR THOSE WHO COME TO CHINA FOR COMMERCIAL PERFORMANCE
- e. INVITATION LETTER BY AUTHORIZED UNITE OR A CONFIRMATION ISSUED BY THE FOREIGN AFFAIRS OFFICE OF A PROVINCE (AUTONOMOUS REGION, CITY)

10.) ORIGINAL PROOF OF RELATIONSHIP (BIRTH OR MARRIAGE CERTIFICATE) – FOR THE S1 & Q1 VISA REQUEST ONLY. CLEAR COPIES FOR THE S2 & Q2 WILL BE ACCEPTABLE AND NO NEED FOR THE ORIGINALS.

CONTINUED →



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- 11.) **COPIES OF PRIOR VISA(S) (IF APPLICABLE)** – IF YOU HAVE BEEN TO CHINA PREVIOUSLY, AND THE VISAS ARE IN A PRIOR PASSPORT, PLEASE BE SURE TO SEND YOUR ORIGINAL PASSPORT THAT HAS THAT PREVIOUS VISA IN IT. IF YOU CAN NOT LOCATE THAT PASSPORT WITH THE PREVIOUS VISAS, THEN YOU WILL NEED TO WRITE THE EMBASSY A LETTER STATING WHAT HAPPENED TO THAT PASSPORT/OLD VISA. IF THE NAME ON THE OLD VISA IS DIFFERENT THEN THE NAME YOU ARE CURRENTLY APPLYING IN, YOU WILL NEED TO SHOW PROOF OF NAME CHANGE.

- 12.) **CONSULATE FEE** – \$140.00 – NORMAL PROCESS
\$165.00 – EXPRESS PROCESS – NOT ALWAYS AVAILABLE

SPECIAL INSTRUCTIONS FOR FORMER PRC NATIONALS OR BORN IN CHINESE TERRITORIES:

FORMER CHINA NATIONALS: BE SURE TO LIST THE CHINESE NAME IN SECTION 1.2 OF THE APPLICATION. APPLICANT MUST ALSO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE U.S. FIRST-TIME APPLICANTS WHOSE FORMER NATIONALITY WAS CHINESE, OR WHO WERE BORN IN CHINA (INCLUDING HONG KONG, MACAO AND TAIWAN), NEED TO SUBMIT THE ORIGINAL CHINESE PASSPORT PREVIOUSLY HELD. SUBMIT A COPY OF THE NATURALIZATION CERTIFICATE.

FORMER TAIWAN NATIONALS: IN SECTION 1.8 (PLACE OF BIRTH), PLEASE LIST "CHINA". PLEASE ALSO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF THE TAIWANESE PASSPORT PREVIOUSLY HELD IS NOT AVAILABLE, THE APPLICANT WILL NEED TO PROVIDE A COVER LETTER EXPLAINING THE CIRCUMSTANCES (THE CONSULATE HAS BEEN KNOWN TO ASK THAT THE APPLICANT COME IN PERSON FOR AN INTERVIEW). SUBMIT A COPY OF THE NATURALIZATION CERTIFICATE.

VALIDITY: THE CONSULATE WILL TYPICALLY ISSUE THE VISA VALID FOR A SINGLE ENTRY THAT WILL ALLOW FOR A STAY INDEFINITELY. 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 CHINA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH CHINESE LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.

REVISED: 9-10-2025 (EL)

CHINESE CONSULATE JURISDICTIONS

❖ CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, KANSAS, MICHIGAN, MINNESOTA, MISSOURI, WISCONSIN, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA

❖ NEW YORK CONSULATE

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

❖ LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, SOUTHERN CALIFORNIA, HAWAII, NEW MEXICO, PACIFIC ISLANDS, UTAH, COLORADO

THE CONSULATE IN LOS ANGELES ALSO REQUIRES:

- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANTS DRIVER'S LICENSE FOR PROOF OF RESIDENCE.
- THE CONSULATE IN LOS ANGELES IS CURRENTLY REQUESTING THAT YOU PROVIDE THE ORIGINAL PASSPORT WITH THE PREVIOUS VISA(S) IN IT OR IF YOU NO LONGER HAVE POSSESSION OF THE PREVIOUS PASSPORT WITH VISA(S) THE CONSULATE IS SUBJECT TO ASK THAT THE APPLICANT SUBMIT THEIR APPLICATION IN PERSON.

❖ SAN FRANCISCO CONSULATE

JURISDICTION: ALASKA, NORTHERN CALIFORNIA, NEVADA, OREGON, WASHINGTON STATE, IDAHO, MONTANA, WYOMING

❖ WASHINGTON, D.C. EMBASSY

JURISDICTION: WASHINGTON D.C., DELAWARE, KENTUCKY, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE, VIRGINIA, WEST VIRGINIA, ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, OKLAHOMA, PUERTO RICO, TEXAS,

REVISED: 2-18-2025 (EL)

Where You Stay Form

Dear visa applicant,

If you need to apply for a Chinese visa in our Embassy, you **MUST** be **IN** the US now. If currently you are **NOT IN** the US, your visa application will not be processed.

Please tick and fill in the place you are currently in.

☐

Yes, I am currently in the US.

The State name is _____ .

☐

No, I am currently not in the US.

I am in _____(name of the Country/Region).

Please sign your name,

Date,

_____MM_____DD_____YYYY

Declaration for travel history

The Applicant's name: _____

Date of birth: _____ Nationality: _____ Sex: _____

Passport Number: _____

The country of travel: Turkey

1. When did you visit the specific country? How many days did you stay in that country?

2. What was the purpose of the visit? (travel, work, family visit or business, etc)

I ensure that the above-mentioned is true. If there is any false, I will bear legal liability.

Signature: _____ Date: _____

Please fill and sign the form, and scan and email back to Visa Office as requested.

YOUR TRAVEL RECORDS FOR THE PAST 5 YEARS

PLEASE LIST THE COUNTRIES YOU HAVE TRAVELED TO IN THE PAST 5 YEARS

[illegible]

APPLICANTS FULL NAME: _____

APPLICANTS DATE OF BIRTH: _____

APPLICANTS SIGNATURE: _____ DATE: _____

Informed Consent

Name: _____

Date of birth: _____

Nationality: _____

Passport Number: _____

Sex: _____

I am aware I have a valid Chinese visa in my current/previous passport, but I hereby would like to apply for a new ten-year valid China visa in my current passport. I understand and agree that the valid visa I have in my current/previous passport will be cancelled by the Embassy/Consulate of the People's Republic of China located in _____ upon issuance of the new ten-year China visa.

Signature: _____

Date: _____

Statement of Consent:
Chinese Visa Compensation

I currently hold the **original** of a multi-year multi-entry type _____ Chinese visa issued on _____ (please fill in the issue date) on my **U.S. passport** No. _____. (please fill in the passport number) I confirm that:

- ☐ The visa **HAS NOT** been canceled.
- ☐ The visa has been expired.
- ☐ My upcoming trip to China is consistent with the visa type.
- ☐ I **DO NOT** hold a multi-year multi-entry visa or residence permit issued after March 28, 2020.

If you would like to apply for a compensation visa:

- ☐ I agree to apply for a **3-year validity, multi-entry compensation visa of same type free of charge** (express service fee excluded).

If you would like to apply for a NEW 10-year multi-entry visa:

- ☐ I voluntarily **give up the compensation** and would like to apply for a **NEW 10-year multi-entry visa with NORMAL CHARGE.**

Applicant Signature:

Date:

Declaration for family member's information

The Applicant's name:

date of birth:

Nationality:

passport number:

The following is required family member's information:

Name:

Date of birth:

Relation to the applicant:

Name of current employer for the family member:

Position:

I ensure that the above-mentioned is true. If there is any false, I will bear legal liability.

Signature:

Date

Please fill and sign the form, and scan and email back to Visa Office as requested.

中国驻洛杉矶总领事馆

CONSULATE GENERAL OF THE PEOPLE’S REPUBLIC OF CHINA
IN LOS ANGELES

申请人信息 Applicant’s information:

姓名 Name:出生日期 Date of birth:(月-日-年)(MM-DD-YR)

国籍 Nationality:性别 Sex:护照号码 Passport number:

1. 签证丢失声明（供无法提供旧中国签证原件或复印件的情况使用）
Visa Loss Declaration (For cases where the original or a copy of the previous Chinese visa cannot be provided)

请尽量提供以下丢失签证的信息以供核查，如无法提供请填写“无”。Please provide the following information of the lost-visa to the best of your ability for verification. If not available, please write “N/A”.

办理时间 Date of issuance:

签证是否已过期 Is the visa expired: 是 YES 没有 NO 不记得 Don’t remember

签发的中国使领馆（务必准确提供）Issuing Chinese embassy or consulate (please provide accurate information):

签证的种类（如旅游、商务、探亲等）Type of visa(e.g., tourism, work, family visit, business, etc.):

贴有签证的旧护照号码 Passport number of the passport containing the visa:

贴有签证的旧护照上的姓名（务必准确提供）Name on the passport containing the visa (please provide accurate information):

2. 下方内容请由申请人本人签名，如申请人未满 16 周岁，请监护人在申请人签名处签署申请人姓名，在监护人签名处签署本人姓名
The section below must be signed by the applicant. If the applicant is under the age of 16, the guardian should sign the applicant’s name in the applicant’s signature field, and sign their own name in the guardian’s signature field.

本人自愿放弃该中国签证，现要求申请新的签证。本人已知晓，在申请新的签证后，即使丢失的旧签证找回，也无法用于国际旅行，由此产生的一切损失和后果由本人自愿承担。
I voluntarily relinquish the aforementioned Chinese visa and apply for a new visa. I understand that once a new visa is issued, the lost visa—if later found—cannot be used for international travel. I willingly accept all resulting losses and consequences.

申请人签名 Applicant’s Signature:时间 Date:(月-日-年)(MM-DD-YR)

监护人签名 Guardian’s Signature: