



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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JORDAN E-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)	\$150.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES: _____	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

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:	1 TO 2 DAYS

COMMENTS: _____

REVISED: 12-27-2023(EL)



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JORDAN E-VISA

U.S. PASSPORT HOLDERS

TO OBTAIN A E-VISA PRIOR TO TRAVEL, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

1.) COPY OF SIGNED U.S. PASSPORT

- MUST HAVE AT LEAST 6 MONTHS REMAINING VALIDITY
- MUST HAVE AT LEAST ONE BLANK VISA PAGE

2.) COMPLETED APPLICATION FORM

3.) ONE (1) COMPANY LETTER OF GUARANTEE – IF AVAILABLE (BUSINESS ONLY)

4.) COPY OF ROUND-TRIP TRAVEL ITINERARY – IF AVAILABLE

5.) CONSULATE FEE:

\$ 60.56 – THREE MONTH SINGLE ENTRY
\$ 88.73 - THREE MONTH DOUBLE ENTRY
\$169.02 – SIX MONTH MULTIPLE ENTRY
\$159.16 – FIVE YEAR MULTIPLE ENTRY

SPECIAL NOTE: THE E-VISA WILL BE VALID FOR A STAY OF UP TO 30 DAYS FROM THE DATE OF ENTRY. PLEASE VISIT THE LOCAL IMMIGRATION OFFICE IF YOU WILL NEED TO STAY LONGER.

REVISED: 12-27-2023 (EL)

JORDAN E-VISA REQUEST FORM

BUSINESS TOURISM RELIGIOUS
EDUCATION EXPERIENCING LOCAL CULTURE
EXTREME ADVENTURE FAMILY VISIT
MEDICAL TREATMENT
OFFICIAL VISIT VISIT HISTORICAL SITES
WALKING, HIKING, BIKING OTHER, _____

FIRST NAME	
MIDDLE NAME	
LAST NAME	
MOTHER'S CURRENT NAME & MAIDEN NAME	
FATHER'S NAME	
GRANDFATHER'S NAME	
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
CURRENT NATIONALITY	
PREVIOUS NATIONALITY (<i>WHEN APPLICABLE</i>)	
HOME ADDRESS (STREET, CITY, STATE, ZIP)	
HOME PHONE NUMBER	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
ARE YOU FROM JORDAN	
IF SO, WILL NEED JORDAN'S PASSPORT NUMBER	
US PASSPORT NUMBER	
DATE OF BIRTH	
PASSPORT EXPIRY DATE	
GENDER	

Revised: 9-23-2025

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

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.



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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.***