



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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QATAR BUSINESS 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)	\$200.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
☐ SPECIAL HANDLING FEE: (4 TO 6 DAY PROCESS)	
OTHER FEES: _____	
RETURN SHIPPING FEE: (SEE * BELOW)	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

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	
☐ LOCAL DELIVERY - CALL	

REGULAR
PROCESS TIME: 7 TO 11 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN 4 TO 6 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

COMMENTS: THERE WILL BE AN ADDITIONAL \$90.00 FEDEX (TO/FROM) FEE IF
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 9-4-2025 (EL)

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QATAR BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) SIGNED U.S. PASSPORT

- MUST HAVE AT LEAST 1 BLANK VISA PAGE
- MUST HAVE MINIMUM OF 6 MONTHS BEYOND INTENDED STAY IN-COUNTRY

2.) TWO (2) RECENT PASSPORT-SIZE PHOTOGRAPHS (2x2)

3.) ONE (1) COMPLETED TYPED APPLICATION FORM

4.) COMPANY LETTER OF GUARANTEE (IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA BE SURE THE COMPANY LETTER REQUESTS ONE ACCORDINGLY)

5.) COPY OF YOUR TRAVEL ITINERARY

6.) CONSULATE FEE:

<u>NUMBER OF ENTRIES</u>	<u>LENGTH OF VALIDITY</u>	<u>FEE</u>
MULTIPLE	1 YEAR	\$161.00

VALIDITY: THE MULTIPLE ENTRY VISAS ARE USUALLY ISSUED FOR VALIDITY UP TO ONE YEAR, AND ALLOWS THE TRAVELER TO STAY UP TO 180 DAYS PER VISIT. THE LENGTH OF VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE EVALUATION.

ATTENTION: IF TRAVELING TO QATAR TO FULFILL ANY ASPECT ASSOCIATED WITH THE MILITARY, THE CONSULATE WILL BE REQUIRED TO GET AUTHORIZATION FROM THEIR MINISTRY OF FOREIGN AFFAIRS BEFORE THEY CAN ISSUE THE VISA. YOU CAN EXPECT THE PROCESS TO TAKE 2 TO 3 WEEKS, POSSIBLY LONGER, TO RECEIVE THE APPROVAL. THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE THE AIR LINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 1-16-2025 (EL)



استمارة طلب تأشيرة دخول Entry Visa Application Form

يجب أن لا تكون خلفية الصورة بيضاء
Background of the photo should not be white



يرجى لصق الصورة وعدم تبديلها
Paste up the photo, not to be pinned

الاسم الكامل : Surname Given Name(s)

الجنسية : Nationality رقم جواز السفر : Passport No.

تاريخ الإصدار : Date of Issue تاريخ الانتهاء : Date of Expiry

تاريخ ومكان الميلاد : Date & Place of Birth المهنة : Profession

الجنسية السابقة : Previous Nationality الحالة الاجتماعية : Marital Status

الغرض من التأشيرة : Purpose of Visa ☐ Official ☐ Business ☐ Tourist ☐ رسمية ☐ رجال الأعمال ☐ سياحية

☐ Residents of GCC countries ☐ Accompanying GCC nationals ☐ مقيم دول مجلس التعاون ☐ مرافقي مواطني دول مجلس التعاون

☐ Transit ☐ Reissuing of Visa Number ☐ مرور ☐ إعادة إصدار للتأشيرة رقم :

☐ Visit : زيارة : ☐

❖ Tourist Common [Period one month]

❖ سياحية مشتركة [لمدة شهر]

☐ State of Qatar & Sultanate of Oman

☐ دولة قطر وسلطنة عمان

☐ Single entry [Duration of stay] ل سفرة واحدة [مدة الإقامة :

☐ Multiple [Duration of each stay] متعددة السفرات [مدة الإقامة لكل سفرة :

Visa Validity ☐ Three months ☐ Six months ☐ One year ☐ صلاحية التأشيرة : ☐ ثلاثة أشهر ☐ ستة أشهر ☐ سنة

☐ Two years ☐ Three years ☐ Five years ☐ Ten years ☐ سنتان ☐ ثلاث سنوات ☐ خمس سنوات ☐ عشر سنوات

Dependants Included in the Passport المرافقون ضمن الجواز :

Present Address & Telephone العنوان الحالي ورقم الهاتف :

Destination's Address عنوان الجهة المقصود زيارتها :

Applicants Signature توقيع مقدم الطلب : Date التاريخ :

Important : See visa requirments in the back..

هـ ا م : انظر لمتطلبات الحصول على التأشيرة بالخلف..

(For Official Use Only للاستخدام الرسمي فقط)

Date التاريخ :

Not Approved ☐ غير موافق [.....] موافق ☐ Approved [المرجع :

توقيع Visa

المسؤول القنصلي Number

رقم

التأشيرة



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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.***