



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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SAUDI ARABIA 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 FEES: (REGULAR PROCESS)	<u>\$275.00</u>
CONSULATE & ENJAZ FEES:	<u>\$120.50</u>
MONEY ORDER:	<u>\$6.00</u>
☐ SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS)	<u> </u>
OTHER FEES: <u>TEXAS APOSTILLE OF COMPANY LETTER</u>	<u>\$236.00</u>
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	
☐ LOCAL DELIVERY - CALL	

REGULAR
PROCESS TIME: **5 TO 7 DAYS**

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

THE PROCESSING TIME STARTS AFTER WE HAVE THE COMPANY LETTER APOSTILLED BY THE STATE AND THEN SUBMITTED TO THE EMBASSY/CONSULATE.

COMMENTS: THERE WILL BE AN ADDITIONAL \$ 125.00 FEDEX (TO/FROM) FEE IF
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS. THE
APOSTILLE FEE MAY BE A MORE IF IT IS NOT PROCESSED IN TEXAS.

REVISED: 9-23-2025 (EL)

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SAUDI ARABIA BUSINESS **U.S. PASSPORTS ONLY**

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1.) SIGNED U.S. PASSPORT

- VALID FOR A MINIMUM OF 6 MONTHS
- MUST HAVE TWO SIDE-BY-SIDE BLANK VISA PAGES

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

- RECENT – TAKEN WITHIN THE LAST **6 MONTHS**
- WHITE BACKGROUND
- DARK SHIRT (TO SHOW CONTRAST)

3.) ONE COMPLETED APPLICATION* (IF THE HARD COPY OF THE APPLICATION IS NOT COMPLETED IN ITS ENTIRETY, IT COULD CAUSE A DELAY IN THE VISA PROCESS) **THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS WITH WHITE-OUT OR OTHER HAND-MADE CORRECTIONS. PLEASE BE SURE TO USE OUR TIPS ON COMPLETING THE APPLICATION TO HELP ENSURE THERE ARE NO DELAYS IN SUBMISSION AND/OR PROCESSING. PLEASE REFER TO THE NEXT PAGES FOR THE APPLICABLE FORMS FOR EACH EMBASSY/CONSULATE LOCATION.**

4.) SIGNED DECLARATION - (2nd PAGE OF THE APPLICATION)

5.) COPY OF THE ONLINE CONFIRMATION- **DUE TO THE EXTREME SENSITIVITY OF HOW THE CONSULATE REQUESTS THE REGISTRATION OF THE ONLINE APPLICATION IS COMPLETED, VIP WILL COMPLETE THIS PROCESS ON THE APPLICANT'S BEHALF (\$10.50 ONLINE ENJAZ APPLICATION FEE WILL APPLY)**

6.) NOTARIZED COMPANY LETTER OF GUARANTEE* (FROM THE U.S. EMPLOYER)

7.) COPY OF THE OFFICIAL INVITATION FROM SAUDI MINISTRY OF FOREIGN AFFAIRS

8.) COPY OF THE TRAVEL ITINERARY (IF AVAILABLE)

9.) CONSULATE FEE: \$110.00

10.) ENJAZ FEE: \$10.50

CREW MEMBERS: IF THE APPLICANT IS A PILOT OR A CREW MEMBER ON A PRIVATE AIRCRAFT THE CONSULATE WILL WANT ALSO WANT THE APPLICANT TO SUBMIT A COPY OF THEIR CREW I.D. BADGE AND/OR A COPY OF THEIR PILOT'S/PROFESSIONAL LICENSE.

VALIDITY: THE LENGTH OF STAY AND FOR HOW LONG THE VISA IS VALID IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER, TYPICALLY DICTATED BY WHAT IS INDICATED ON THE INVITATION.

CONTINUED



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***SPECIAL PROCESSING NOTES:** IF THE INVITATION IS ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK WE SUGGEST THAT YOU HAVE THE INVITATION REROUTED TO THE HOUSTON CONSULATE BECAUSE THE NEW YORK CONSULATE IS VERY HARD TO WORK WITH AND WILL TAKE LONGER TO PROCESS.

****SPECIAL PROCESSING FEES:**

- ANY APPLICATIONS PROCESSED THROUGH LOS ANGELES, CALIFORNIA WILL BE SUBJECT TO AN ADDITIONAL \$125.00 SPECIAL HANDLING FEE.
- IF A HANDWRITTEN APPLICATION RECEIVED IS NOT COMPLETE, IT WILL BE COMPLETED ON THE APPLICANT'S BEHALF (*IF ALL NECESSARY INFORMATION IS AVAILABLE*) FOR AN ADDITIONAL \$25.00 FEE. PLEASE BE SURE TO FOLLOW THE INSTRUCTIONS ON THE APPLICATION FORM TO ENSURE THAT THE DOCUMENT IS COMPLETED CORRECTLY.

PROCESS ADMINISTRATION FEE FOR ENJAZ ARE THE FEES ASSOCIATED TO PERFORM THE REQUIRED TRANSLATION (OF THE INVITATION), UPLOAD PHOTOS, ARCHIVE A COPY OF ALL SUPPORTING DOCUMENTS AND TO ARCHIVE A COPY OF THE VISA. THIS IS A \$50.00 VIP SERVICE FEE THAT HAS BEEN COMBINED WITH OUR \$225.00 VISA PROCESSING FEE WHICH TOTALS \$275.00.

REVISED: 11-30-2023 (EL)



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URGENT NOTICE

THE GOVERNMENT OF SAUDI ARABIA ASKED THAT WE INCLUDE THE INFORMATION BELOW AS PART OF THE ONLINE VISA APPLICATION.

PLEASE LIST THE FOLLOWING INFORMATION FOR EACH COUNTRY THE APPLICANT HAS TRAVELED TO IN THE LAST 6 MONTHS:

<u>DESTINATION</u>	<u>DATE OF ENTRY</u>	<u>DATE OF EXIT</u>	<u>PURPOSE OF TRAVEL</u>

PLEASE LIST THE DATE THE APPLICANT IS EXPECTED TO ENTER SAUDI ARABIA ALONG WITH THE FLIGHT NUMBER:

EXPECTED DATE OF ENTRY INTO SAUDI: _____ FLIGHT NUMBER: _____

APPLICANTS NAME: _____ DATE OF BIRTH: _____

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SAUDI CONSULATE LOCATIONS

EACH APPLICANT'S INVITATION INDICATES WHERE IT WILL BE PROCESSED. IF YOU ARE UNSURE AS TO WHERE YOURS WILL BE PROCESSED, PLEASE EMAIL OR FAX A COPY OF YOUR INVITATION TO OUR OFFICE AND WE WILL ADVISE WHICH APPLICATION YOU WILL NEED TO SUBMIT.

SAUDI ARABIA EMBASSY/CONSULATE LOCATIONS	
ENGLISH	ARABIC
HOUSTON	هيوستن
WASHINGTON, DC	واشنطن
NEW YORK	نيويورك

***IF YOUR INVITATION INDICATES A LOCATION OTHER THAN THE ONES LISTED ABOVE, PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION**

HOUSTON CONSULATE

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN HOUSTON.

NEW YORK CONSULATE

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK. IF THE INVITATION IS ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK, **WE SUGGEST THAT YOU HAVE THE INVITATION REROUTED TO THE HOUSTON CONSULATE BECAUSE THE NEW YORK CONSULATE IS VERY HARD TO WORK WITH AND WILL TAKE LONGER TO PROCESS.**

WASHINGTON, D.C. EMBASSY

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA EMBASSY IN WASHINGTON, D.C.



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF SAUDI ARABIA

(PLEASE DO NOT ATTENTION THIS LETTER TO VIP SERVICES)

GENTLEMEN:

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

APPLICANTS NAME:

PASSPORT NUMBER:

PROFESSION:

PASSPORT DATE OF ISSUE:

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 VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

SUPERVISOR NAME

SUPERVISOR'S POSITION/JOB TITLE



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*****PLEASE BE SURE THE COMPANY LETTER IS VERY
DETAILED AND FOLLOWS THE FORMAT PROVIDED. ANY
LETTERS THAT
ARE NOT DETAIL AND/OR DO NOT FOLLOW THE ABOVE
FORMAT MAY INCUR A DELAY IN PROCESSING*****

NOTARY SAMPLE BELOW

State of Texas

County of _____

Sworn to and subscribed before me on the _____ day of _____, (year), by (name of signer).

(Notary Seal)

Notary Public's Signature