



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 FAMILY VISIT 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)	\$275.00
CONSULATE & ENJAZ FEES:	\$120.50
MONEY ORDER:	\$6.00
☐ SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS)	
OTHER FEES: _____	
RETURN SHIPPING FEE:	
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: 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).

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 FAMILY VISIT

U.S. PASSPORTS ONLY

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1.) SIGNED U.S. PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY REMAINING
- MUST HAVE TWO (2) SIDE-BY-SIDE BLANK VISA PAGES

2.) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)

- RECENTLY 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 (1ST 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 (ADDITIONAL \$50.00 SERVICE FEE IN ADDITION TO THE \$10.50 ONLINE APPLICATION FEE)

6.) PROOF OF RELATIONSHIP (PLEASE SUBMIT AT LEAST ONE OF THE FOLLOWING TO VERIFY THE RELATIONSHIP BETWEEN THE APPLICANT AND THE INVITING SPONSOR)

- **COPY OF MARRIAGE CERTIFICATE** (IF VISITING A SPOUSE)
- **COPY OF YOUR BIRTH CERTIFICATE** (IF VISITING A PARENT)
- **COPY OF THEIR GOVERNMENT ISSUED DOCUMENT** THAT SHOWS THE FAMILY RELATION/KINSHIP

7.) COPY OF THE OFFICIAL VISA ADVISE SLIP - THE VISA ADVISE SLIP IS A NOTE SHOWING THE NUMBER AND THE DATE OF THE VISA ISSUED BY THE MINISTRY OF FOREIGN AFFAIRS OR ANY OF ITS BRANCHES IN JEDDAH OR DAMMAM. IF THIS DOCUMENT INDICATES THE VISA IS TO BE PROCESSED ANYWHERE OTHER THAN HOUSTON, REQUEST MAY BE SUBJECT TO ADDITIONAL FEES AND COULD TAKE LONGER TO PROCESS.

8.) CLEAR COPY OF IQAMA (FROM THE FAMILY MEMBER IN SAUDI)

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

CONTINUED...



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10.) MINOR APPLICANTS - (UNDER 18 YEARS OF AGE) TRAVELING ALONE OR WITH ONE PARENT MUST SUBMIT A NOTARIZED LETTER OF AUTHORIZATION, IN EITHER ENGLISH OR ARABIC, SIGNED BY BOTH PARENTS OR LEGAL GUARDIANS (SEE EXAMPLE).

VALIDITY: THE CONSULATE CAN ISSUE THE FAMILY VISIT VISA VALID FOR UP TO 1825 DAYS AND WILL ALLOW MULTIPLE ENTRIES FOR A STAY UP TO 6 MONTHS ON EACH ENTRY. THE FAMILY VISIT VISA DOES NOT GRANT THE APPLICANT THE RIGHT TO WORK OR RESIDE IN THE KINGDOM. THE LENGTH OF STAY AND HOW LONG THE VISA IS VALID FOR IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

INVITATION LETTER: IF THE APPLICANT WILL TRAVEL TO SAUDI TO JOIN THEIR FAMILY MEMBER AND RESIDE IN SAUDI ARABIA, YOU WILL NEED TO APPLY FOR A RESIDENT VISA (PLEASE SEE THE OTHER SET OF INSTRUCTIONS TITLED SAUDI ARABIA RESIDENT VISA).

****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: 2-1-2024 (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: _____

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 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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SAUDI ARABIA FAMILY VISIT VISA

EXAMPLE OF MINOR AUTHORIZATION FORM

(DATE)

DEAR VISA OFFICER, SAUDI ARABIA CONSULATE GENREAL,

OUR CHILD, (CHILD'S NAME), WILL BE TRAVELING TO SAUDI ON (DATE OF TRAVEL), ACCOMPANIED BY (NAME OF ACCOMPANYING PARENT), TO MEET AND VISIT WITH (NAME OF PARENT RESIDING IN SAUDI). (CHILD'S NAME) WILL BE RETURNING TO THE UNITED STATES ON OR BEFORE (DATE OF RETURN).

PLEASE ISSUE THE APPROPRIATE FAMILY VISIT VISA TO (NAME OF CHILD). IF YOU HAVE QUESTIONS, PLEASE FEEL FREE TO CONTACT US AT (ACCOMPANYING PARENT'S PHONE NUMBER).

REGARDS,

(SIGNATURE OF MOTHER)

(MOTHER'S NAME)

(SIGNATURE OF FATHER)

(FATHER'S NAME)

****IMPORTANT****

PLEASE BE SURE
THAT THIS LETTER IS
SIGNED BY BOTH
PARENTS &
NOTARIZED
ACCORDINGLY!