



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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SRI LANKA 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: 2 TO 3 DAYS

COMMENTS:

REVISED: 12-16-2025 (EL)

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SRI LANKA E-VISA

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COPY OF VALID PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY

2.) ONE (1) COMPLETED APPLICATION FORM

3.) COPY OF TRAVEL ITINERARY

- MUST SHOW PORTS OF ENTRY AND EXIT IN SRI LANKA

4.) CONSULATE FEES:

SAARC COUNTRIES			ALL OTHER COUNTRIES			CHILDREN (ANY NATIONALITY UNDER 12 YRS)
TOURIST (DOUBLE ENTRY, 30 DAYS)	BUSINESS (MULTI- ENTRY, 30 DAYS)	TRANSIT (SINGLE ENTRY, 2 DAYS)	TOURIST (DOUBLE ENTRY, 30 DAYS)	BUSINESS (MULTI- ENTRY, 30 DAYS)	TRANSIT (SINGLE ENTRY, 2 DAYS)	
\$22.08	\$32.08	FREE	\$52.08	\$57.08	FREE	FREE

VALIDITY: E-VISAS ARE VALID FOR UP TO 6 MONTHS FROM THE DATE OF ISSUE AND WILL TYPICALLY BE VALID FOR A DOUBLE ENTRY FOR 30 DAYS FROM THE DATE OF 1ST ENTRY. IF YOU WILL BE NEEDING A VISA VALID FOR A STAY OF MORE THAN 30 DAYS, PLEASE CONTACT OUR OFFICE FOR INSTRUCTIONS ON HOW TO APPLY FOR THE VISA PRIOR TO TRAVELING. TO APPLY FOR THE VISA, YOU WILL BE ASKED TO MAKE A PERSONAL APPEARANCE AT THE CONSULATE IN ORDER TO PROVIDE BIOMETRIC DATA.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com)) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA TO BE ISSUED IN THE PASSPORT.

REVISED: 12-16-2025 (EL)

APPLICATION FOR SRI LANKA VISA (ETA)

(FOR A STAY OF UP TO 30 DAYS)

PERSONAL PARTICULARS

- 1.) SURNAME(S):
- 2.) GIVEN NAME(S):
- 3.) GENDER:
- 4.) DATE OF BIRTH (DD/MM/YYYY):
- 5.) PLACE OF BIRTH:
- 6.) CURRENT NATIONALITY:
- 7.) OTHER PREVIOUS/PAST NATIONALITIES?
SPECIFY:
- 8.) MARITAL STATUS:

PASSPORT DETAILS

- 1.) PASSPORT NUMBER:
- 2.) DATE OF ISSUE (DD/MM/YYYY):
- 3.) DATE OF EXP. (DD/MM/YYYY):
- 4.) PLACE OF ISSUE:
- 5.) ANY OTHER PASSPORT/DOCUMENT?
- 6.) COUNTRY OF ISSUE:
- 7.) PASSPORT/IC NUMBER:
- 8.) PLACE OF ISSUE:
- 9.) DATE OF ISSUE:

CONTACT DETAILS

- 1.) CURRENT ADDRESS:
- 2.) MOBILE NUMBER:
- 3.) HOME PHONE NUMBER:
- 4.) PERMANENT ADDRESS:
CITY/STATE/ZIP:

DETAILS OF VISA SOUGHT

- 1.) PURPOSE OF VISIT:
- 2.) DATE OF ENTRY(DD/MM/YYYY):
- 3.) PORT OF ENTRY:
- 4.) DATE OF EXIT (DD/MM/YYYY):
- 5.) PORT OF EXIT:
- 6.) CITIES TO BE VISITED:
- 7.) HOTEL DURING STAY:
 - ADDRESS:
 - PHONE:
- 8.) HAVE YOU EVER BEEN TO SRI LANKA?
 - PREVIOUS VISA TYPE:
 - PLACE OF ISSUE:
 - DATE OF ISSUE:
 - ADDRESS OF STAY:
 - ARE YOU CURRENTLY IN SRI LANKA WITH A VALID ETA OR OBTAINED AN EXTENSION OF VISA?
 - PREVIOUS CITIES VISITED:
 - DO YOU HAVE A MULTI-ENTRY VISA?
- 9.) COUNTRIES VISITED IN THE PAST 10 YEARS:
- 10.) HAVE YOU EVER BEEN REFUSED A VISA TO SRI LANKA? IF YES, GIVE DETAILS BELOW:
- 11.) HAVE YOU EVER BEEN REFUSED ENTRY TO SRI LANKA? IF YES, GIVE DETAILS BELOW:

CONTINUED →

PROFESSIONAL/OCCUPATION DETAILS

- 1.) CURRENT OCCUPATION:
- 2.) EMPLOYER NAME/BUSINESS:
- 3.) EMPLOYER ADDRESS:
- 4.) EMPLOYER PHONE:
- 5.) EMPLOYER WEBSITE ADDRESS:
- 6.) PAST OCCUPATION, IF ANY:

DETAILS OF INVITING ORGANIZATION

- NAME:
- ADDRESS IN SRI LANKA:
- PHONE NUMBER IN SRI LANKA:
- COMPANY WEBSITE (*BUSINESS ETAs ONLY*):

APPLICANT SIGNATURE _____ DATE _____