



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

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$ _____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____



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VIETNAM 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)	<u>\$150.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$65.00
<input type="checkbox"/> 2-DAY	\$57.50
<input type="checkbox"/> 3-DAY	\$47.50
<input type="checkbox"/> SATURDAY	\$95.00
<input type="checkbox"/> 1 ST OVERNIGHT - CALL	
<input type="checkbox"/> 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.**

REVISED: 1-29-2026 (EL)



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VIETNAM BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) VALID PASSPORT

- MUST HAVE AT LEAST 1 BLANK VISA PAGE
- MUST BE VALID FOR A MINIMUM OF 6 MONTHS)

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

3.) ONE (1) COMPLETED APPLICATION (SEE BELOW)

4.) COPY OF TRAVEL ITINERARY

5.) INVITATION LETTER (BUSINESS ONLY) – LETTER OF INVITATION NORMALLY COMES FROM YOUR SPONSOR IN VIETNAM, AND THEN THEY MUST GO TO THE “PEOPLES COMMUNITY FOR THE BRANCH OF THEIR INDUSTRY IN VIETNAM” AND REQUEST AN LOI (LETTER OF INVITATION). ONCE THE LETTER OF INVITATION IS ISSUED, IT MUST THEN BE SENT TO THE IMMIGRATION DEPARTMENT IN VIETNAM. ONCE THE IMMIGRATION DEPARTMENT AUTHORIZES THE GREEN LIGHT ON THE INVITATION LETTER, THEN THEY WILL ISSUE A SPECIAL PERMISSION LETTER THAT WE CAN UTILIZE TO APPLY FOR THE VISA.

6.) CONSULATE FEE: THE BELOW FEES MAY CHANGE WITHOUT NOTICE.

NUMBER OF ENTRIES	LENGTH OF VALIDITY	5 - 7 DAY PROCESSING FEE	2 – 4 DAY PROCESSING FEE
SINGLE	1 MONTH	\$75.00	\$95.00
	3 MONTHS	\$90.00	\$110.00
	6 MONTHS	\$150.00	\$170.00
MULTIPLE	3 MONTHS	\$150.00	\$170.00
	6 MONTHS	\$165.00	\$185.00
	12 MONTHS	\$175.00	\$195.00

PLEASE NOTE: FOR APPLICANTS WHO WOULD LIKE TO REQUEST A VISA VALID FOR UP TO FIVE YEARS, PLEASE [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE. FOR ALL OTHER APPLICANTS, SEE VISA APPLICATION BELOW. PLEASE ALSO BE SURE TO SUBMIT A CLEAR COPY OF YOUR BIRTH CERTIFICATE WITH THE ALTERNATE APPLICATION.

VALIDITY: THE CONSULATE WILL ISSUE THE VISA ACCORDING TO THE DATES LISTED ON THE VISA APPLICATION.

REVISED: 2-17-2023 (EL)

**VISA
APPLICATION**
(FOR NON-VIETNAMESE
PASSPORT HOLDERS)

01 Photo
(2 inches x 2 inches)
Glued photo here
01 additional photo
stapled to this form for a
loose -leaf visa request

1. Name (in block letters):

.....
Family name
First name
Middle name

2. Date of birth:...../...../.....
Date / Month / Year

3. Male: **Female**

4. Place of birth:.....

5. Nationality at birth:.....
Nationality at present:.....

6. Passport number:.....
Date of issue:.....
Date of expiry:.....

7. Profession:.....
Place of employment:.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not Accepted for USPS express mail)

.....

* **Email :**.....

* **Telephone :**.....

9. Purpose of visit to Vietnam:

.....

I solemnly declare that the statements made in this application are true and correct.

Date:.....

Signature of Applicant

10. Name, address of your contact (sponsor, host, hotel...) in Vietnam (if any)

.....

11. Proposed date of entry:

...../...../.....
Date / Month / Year

Proposed date of exit:

...../...../.....
Date / Month / Year

12. Requesting a visa good for:

• Times of entries:

- *Single (one time) visit*

- *Multiple visits*

• Length of stay:

- *One month*

- *03 months*

- *Less than 6 Months (with an approval only)*

- *Up to one year (with an approval only)*

Check list: Before submitting, make sure you have included:

- Original Passport (for a **visa sticker request**); or Passport copy (front photo page, for a **loose-leaf visa request**)
- Completed and signed Application with One Photo glued or stapled;
- Visa Fee: Money Order (or Cashier's Check); and
- Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).

* Required for further contact