



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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SAUDI ARABIA TOURIST E-VISA

ELIGIBLE COUNTRIES

APPLICANTS WISHING TO TRAVEL TO SAUDI ARABIA FOR TOURIST PURPOSES, AND WHO HOLD CITIZENSHIP FROM ONE OF THE COUNTRIES LISTED BELOW, ARE ELIGIBLE TO APPLY FOR AN E-VISA:

AUSTRIA	BELGIUM	BULGARIA	CROATIA	CYPRUS
CANADA	USA	BRUNEI	CHINA	
CZECH REP.	DENMARK	ESTONIA	FRANCE	FINLAND
GERMANY	GREECE	HUNGARY	ICELAND	IRELAND
ITALY	LATVIA	LIECHTENSTEIN	LITHUANIA	LUXEMBOURG
MALTA	MONACO	MONTENEGRO	NETHERLANDS	NORWAY
POLAND	PORTUGAL	ROMANIA	RUSSIA	SAN MARINO
S. KOREA	JAPAN	AUSTRALIA	NEW ZEALAND	ANDORRA
SLOVAKIA	SLOVENIA	SPAIN	SWEDEN	SWITZERLAND
		KAZAKHSTAN	MALAYSIA	SINGAPORE
UKRAINE	UNITED KINGDOM			

NATIONALS OF COUNTRIES LISTED ABOVE MAY OBTAIN AN E-VISA ONLINE, OR UPON ARRIVAL AT ANY POINT OF ENTRY INTO THE KINGDOM OF SAUDI ARABIA.

ALL OTHER COUNTRIES NOT SHOWN WILL BE REQUIRED TO APPLY FOR THEIR TOURIST VISA THROUGH THE SAUDI ARABIA EMBASSY OR CONSULATE.

THANK YOU,

VIP Passport Services, Inc.



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SAUDI ARABIA TOURIST E-VISA

ELIGIBLE COUNTRIES ONLY

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 3 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE: (SEE * BELOW)	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON THE 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: **3 TO 4 DAYS**

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 3 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGABLE AIRLINE TICKETS UNTIL THE EVISA HAS BEEN APPROVED AND IN YOUR HANDS.

REVISED: 3-2-2026 (EL)



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SAUDI ARABIA E-VISA

(ELIGIBLE COUNTRIES ONLY)

1.) COPY OF VALID PASSPORT

- SIGNED
- MUST HAVE AT LEAST 6 MONTHS REMAINING DELIVERY
- MUST HAVE AT LEAST 2 BLANK VISA PAGES

2.) COMPLETED E-VISA REQUEST FORM WITH DECLARATION (2 PAGES)

3.) ONE PASSPORT-TYPE PHOTO (2X2) – IN JPEG/JPG FORMAT

- MUST BE LESS THAN SIX (6) MONTHS OLD
- MUST HAVE WHITE BACKGROUND

4.) COPY OF HOTEL CONFIRMATION (IF AVAILABLE)

5.) COPY OF MOST RECENTLY ISSUED SAUDI ARABIA VISA (IF APPLICABLE)

6.) COPY OF ROUND-TRIP TRAVEL ITINERARY

7.) CONSULATE FEES:

VISA FEE	\$90.00
SAUDI ARABIA INSURANCE FEE	\$40.00
ONLINE TRANSACTION FEE	\$12.63
TOTAL CONSULATE FEE	\$142.63**

***FEE IS BASED ON CURRENT USD AND SAR EXCHANGE RATE. FEE SUBJECT TO CHANGE WITHOUT NOTICE BASED ON CURRENT RATE.*

VALIDITY: SAUDI ARABIA E-VISAS ARE ISSUED FOR UP TO ONE YEAR WITH MULTIPLE ENTRIES ALLOWING THE APPLICANT TO STAY UP TO 90 DAYS PER VISIT.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (VIPINFO@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.**
- THE E-VISA IS NOT ALLOWED FOR BUSINESS, EMPLOYMENT, NGO/VOLUNTEER ACTIVITIES AND/OR JOURNALISM PURPOSES. IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A HARD-COPY VISA.

REVISED: 1-5-2023 (EL)

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations

SAUDI ARABIA TOURIST E-VISA REQUEST FORM

PURPOSE OF TRAVEL	LEISURE	VISIT FRIEND/RELATIVE	EVENT	UMRAH
FULL NAME OF APPLICANT				
PASSPORT NUMBER				
PASSPORT DATE OF ISSUE				
PASSPORT DATE OF EXPIRATION				
PASSPORT PLACE OF ISSUE				
GENDER				
PROFESSION/OCCUPATION				
PLACE OF BIRTH	<i>(CITY , STATE, COUNTRY)</i>			
MARITAL STATUS				
RESIDENTIAL ADDRESS				
PHONE NUMBER				
APPLICANT EMAIL				
*NAME OF HOTEL IN SAUDI				
*PHONE NUMBER OF HOTEL				
*EMAIL OF HOTEL				
*ADDRESS OF FRIEND/RELATIVE IN SAUDI				
*PHONE NUMBER OF FRIEND/RELATIVE IN SAUDI				
*EMAIL OF FRIEND/RELATIVE IN SAUDI				
DATE OF ENTRY INTO SAUDI				
DATE OF EXIT FROM SAUDI				

***WILL ONLY NEED TO LIST ONE OF THESE (HOTEL OR FRIEND/RELATIVE IN SAUDI)**

**PLEASE BE SURE TO ALSO COMPLETE AND INCLUDE THE DECLARATION (SEE NEXT PAGE) WITH THE E-VISA REQUEST FORM.
REQUESTS RECEIVED WITHOUT BOTH PAGES OF THE APPLICATIONS MAY INCUR A DELAY.**

CONTINUE TO PAGE TWO →

SAUDI ARABIA TOURIST E-VISA REQUEST FORM

I ACKNOWLEDGE THAT ALL THE INFORMATION I PROVIDED ARE TRUE AND RELIABLE. IN ADDITION, I PLEDGE TO ABIDE TO THE LAWS AND RULES OF THE KINGDOM OF SAUDI ARABIA AND RESPECT THE CUSTOMS AND ISLAMIC TRADITIONS OF ITS PEOPLE DURING MY STAY. I ACKNOWLEDGE MY UNDERSTANDING THAT THE SPECIALIZED AUTHORITIES IN THE KINGDOM OF SAUDI ARABIA HAVE THE RIGHT TO DENY MY ENTRY AND CAN SEND ME BACK TO WHERE I CAME FROM IF I DID NOT COMPLY WITH THE RULES AND LAWS; OR IF THE INFORMATION UNDER WHICH I RECEIVED MY VISA ARE PROVEN TO BE INCORRECT.

I AM FULLY AWARE THAT ALL INTOXICATING SUBSTANCES, NARCOTIC DRUGS, INDECENT MATERIALS AND PUBLICATIONS, AS WELL AS PUBLICATIONS RELATED TO ANY RELIGIOUS BELIEFS OR POLITICAL TENDENCIES THAT CONTRADICT WITH ISLAM ARE PROHIBITED IN THE KINGDOM OF SAUDI ARABIA.

I AM FULLY AWARE OF THE PROCEDURES AND CONTROLS REGARDING THE BATCH-RELEASE AND CLEARANCE OF MEDICINES, CONTAINING NARCOTIC OR PSYCHOTROPIC SUBSTANCES THAT ARE POSSESSED FOR PERSONAL USE BY PATIENTS ARRIVING AND DEPARTING FROM THE KINGDOM. SUCH PROCEDURES AND CONTROLS ARE PROVIDED IN THE LINK BELOW: [HTTP://WWW.SFDA.GOV.SA/AR/DRUG/DRUG_REG/PAGES/DRUG_REG.ASPX](http://www.sfda.gov.sa/ar/drug/drug_reg/pages/drug_reg.aspx). I AM ALSO AWARE THAT IF THESE REGULATIONS AND CONTROLS ARE TRANSGRESSED, I SHALL BE SUBJECT TO SANCTIONS AND PENALTIES STATED IN THE LAW OF COMBATING NARCOTICS AND PSYCHOTROPIC SUBSTANCES. I HAVE NEVER BEEN DEPORTED FROM THE KINGDOM OF SAUDI ARABIA OR ANY OTHER GCC COUNTRY, NOR THAT HAVE I VIOLATED THEIR RULES.

I HAVE NEVER BEEN DEPORTED FROM THE KINGDOM OF SAUDI ARABIA OR ANY OTHER GCC COUNTRY, NOR THAT HAVE I VIOLATED THEIR RULES. I PLEDGE TO ABIDE TO THE TYPE OF VISA I WAS PROVIDED AND TO ITS TERMS AND DURATION; AND I SHALL LEAVE THE COUNTRY BEFORE THE EXPIRY DATE SPECIFIED WITHIN THE VISA. I AM ALSO FULLY AWARE OF THE PENALTY I SHALL ENDURE IN CASE OF MY VIOLATION TO THE RULES OF THE KINGDOM OR TO MY ENTRY VISA; AND I SHALL BE SUBJECT TO THE PENALTY AND THE EXECUTION OF THE PUNISHMENTS STIPULATED BY THE LAWS REGULATING THE PROCESS OF HANDLING PEOPLE ENTERING THE KINGDOM WITH VISAS FOR HAJJ OR UMRAH AND OTHER TYPES OF VISA ISSUED BY THE ROYAL DECREE NO (M / 42), ON 18 / 10 / 1404 H AND AMENDED BY ROYAL DECREE NO (M/9) ON 1/5/1420 H. AS WELL AS THE SANCTIONS ON VIOLATORS OF RESIDENCY AND WORK REGULATIONS PROMULGATED BY THE COUNCIL OF MINISTERS RESOLUTION NO (140) ON 6/5/1434 H.

I ACKNOWLEDGE THE RIGHT OF THE SAUDI AUTHORITIES TO REPATRIATE ME FROM THE PORT OF ENTRY AT MY OWN EXPENSE OR DEPORT THE SAUDI TERRITORY AFTER ENTERING IT. I ACKNOWLEDGE THE RIGHT OF THE SAUDI AUTHORITIES TO APPLY THE PENALTIES PROVIDED BY LAW IF PROVEN THAT AFTER I RECEIVED MY VISA OR RESIDENCE PERMIT, THAT I HAVE SUBMITTED INCORRECT PAPERS OR DOCUMENTS OR PROVIDED FALSE STATEMENTS TO ANY SAUDI AUTHORITY LOCALLY OR ABROAD IN ORDER TO OBTAIN A VISA FOR MYSELF OR FOR SOMEONE ELSE; FOR THE REASON OF ENTRY OR TO OBTAIN A RESIDENCE PERMIT OR ANY OTHER OFFICIAL VISA, OR BEING A CONTRIBUTOR AND/OR PARTNER IN PROVIDING SUCH INFORMATION OR DOCUMENTS THAT DO NOT MATCH THE TRUTH.

I ACKNOWLEDGE THAT DRUG DEALING OR SMUGGLING DRUGS INTO THE KINGDOM IS A CRIME PUNISHABLE BY DEATH PENALTY.

I ACKNOWLEDGE AND PLEDGE AGAIN THAT ALL WRITTEN INFORMATION SHALL BE CORRECT AND EXACTLY AS IT IS WRITTEN IN MY PASSPORT THAT WILL BE USED IN MY TRAVEL AND ENTRANCE TO THE KINGDOM OF SAUDI ARABIA; AND I TAKE FULL RESPONSIBILITY FOR IT. IF IT IS PROVEN OTHERWISE -OR MY NAME APPEARS TO BE INCLUDED IN A LIST CONTAINING THE BANNED PEOPLE, THEN MY REQUEST SHALL BE REJECTED, OR MY VISA SHALL BE CANCELED AUTOMATICALLY ONCE GRANTED. MOREOVER, I ACKNOWLEDGE THE RIGHT TO THE SAUDI AUTHORITIES TO DEPORT ME BACK TO THE PORT OF ENTRY AT MY OWN EXPENSE AND I SHALL NOT HAVE THE RIGHT TO CLAIM COMPENSATION.

I UNDERSTAND THAT I AM NOT PERMITTED TO USE THE TOURIST VISA FOR ANY PURPOSE OTHER THAN TOURISM, AND THAT I SHOULD NOT PRACTICE ANY PAID OR NON-PAID WORK RELATED ACTIVITY, NOR PERFORM HAJJ DURING MY STAY IN SAUDI ARABIA

LAWS AND ETIQUETTES IN SAUDI ARABIA, [READ MORE...](#)

I ACKNOWLEDGE THAT THERE ARE NO MEDICAL TREATMENT PURPOSES BEHIND THE VISIT.

VISA APPLICATION FEES ARE NONREFUNDABLE

I HAVE READ AND AGREE TO ALL ABOVE TERMS AND CONDITIONS.

APPLICANT SIGNATURE _____ DATE _____