



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 <input type="checkbox"/> (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 <input type="checkbox"/> (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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BANGLADESH 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)	_____
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 9 DAY PROCESS)	_____
OTHER FEES: _____	_____
RETURN SHIPPING FEE: (SEE * BELOW)	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

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:	10 TO 12 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 9 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$100.00 SPECIAL HANDLING). IF REQUESTED, THIS USUALLY WILL TAKE AROUND 5 BUSINESS DAYS.	

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES. ALL SHIPPING FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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

REVISED: 5-22-2026 (EL)



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BANGLADESH BUSINESS VISA

U.S. PASSPORT HOLDERS

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) VALID PASSPORT

- ❖ MUST HAVE AT LEAST 1 BLANK VISA PAGE
- ❖ MINIMUM OF 6 MONTHS REMAINING VALIDITY

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

3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE

4.) COPY OF TRAVEL ITINERARY

5.) COMPANY LETTER OF GUARANTEE

6.) COPY OF INVITATION FROM SPONSOR IN BANGLADESH - MUST BE ACCOMPANIED BY A COPY OF REGISTRATION FOR BANGLADESH COMPANY

7.) CONSULATE FEE: \$160.00

VALIDITY: THE LENGTH OF STAY AND THE LENGTH OF VISA VALIDITY IS DETERMINED ON A CASE BY CASE BY THE ISSUING VISA OFFICER. THE VISAS ARE TYPICALLY ISSUED FOR VALIDITY FROM 90 DAYS (SINGLE ENTRY) UP TO 3 YEARS (MULTIPLE ENTRY).

REVISED: 7-28-2025 (EL)

BANGLADESH CONSULATE JURISDICTIONS

(PROCESSING TIMES AND LISTING ANY SPECIAL REQUIRMENTS FOR THAT PARTICULAR CONSULATE)

LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, CALIFORNIA, IDAHO, NEVADA, OREGON, UTAH, WASHINGTON AND WYOMING

PROCESSING TIME: 10 TO 12 BUSINESS DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN LOS ANGELES.

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, RHODE ISLAND AND VERMONT

PROCESSING TIME: 10 TO 12 BUSINESS DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN NEW YORK.

WASHINGTON, D.C. EMBASSY

JURISDICTION: ALABAMA, ALASKA, ARKANSAS, COLORADO, DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, LOUISIANA, MARYLAND, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEW MEXICO, NORTH CAROLINA, NORTH DAKOTA, OHIO, OKLAHOMA, PENNSYLVANIA, SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, TEXAS, VIRGINIA, WEST VIRGINIA, WISCONSIN AND THE PACIFIC ISLAND TERRITORY (U.S.)

PROCESSING TIME: 10 TO 12 DAYS

COMPANY LETTERS AND/OR INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN WASHINGTON, D.C.

****WHEN COMPLETING THE ONLINE APPLICATION IT IS BEST TO USE GOOGLE CHROME****

REVISED: 6-28-2025 (EL)



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

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

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 BUSINESS VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.