



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			
BILLING INFORMATION:			
CONTACT & COMPANY NAME			
ADDRESS (STREET, CITY, STATE, ZIP)			
PHONE NUMBER			
CELL NUMBER			
EMAIL ADDRESS			
P.O. OR BILLING REF#:			
PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED E-VISA IS TO BE EMAILED, IF DIFFERENT FROM THE ONE LIST ABOVE:			
EMAIL ADDRESS			
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	

DON'T FORGET

TO EMAIL YOUR DOCUMENTS TO OUR OFFICE FOR OUR COMPLIMENTARY PASSPORT/VISA PRE-CHECK!

SPECIAL INSTRUCTIONS: _____



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UNITED KINGDOM (UK) ETA ELIGIBLE COUNTRIES

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>
OTHER FEES: _____	<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 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:	1 TO 3 DAYS

COMMENTS: _____

REVISED: 2-6-2025 (EL)



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UNITED KINGDOM (UK) ETA

ELIGIBLE COUNTRIES ONLY

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 TRAVEL AUTHORIZATION (ETA) TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COPY OF VALID PASSPORT

- MINIMUM OF 3 MONTHS VALIDITY BEYOND INTENDED STAY

2.) ONE (1) COMPLETED APPLICATION FORM

3.) ONE RECENT PASSPORT-TYPE PHOTOGRAPH (2x2) – JPEG FORMAT – SEE THE BELOW PAGES FOR THE PHOTO REQUIREMENTS.

4.) COPY OF TRAVEL ITINERARY

- MUST SHOW PORTS OF ENTRY INTO AND EXIT FROM UK

5.) ALL NON-U.S. APPLICANTS - PROOF OF VALID U.S. STATUS (PLEASE SUBMIT ONE OF THE FOLLOWING):

- COPY OF FRONT/BACK OF GREEN CARD
- COPY OF U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)

6.) CONSULATE FEE: \$20.00 to \$30.00 (FEE CHANGES ALMOST DAILY)

VALIDITY: VALID FOR 2 YEARS OR UNTIL THE PASSPORT EXPIRATION DATE WITH A UP TO 90 DAY STAY WITHIN A 6 MONTH PERIOD. THE FINAL DECISION AS TO THE LENGTH OF VALIDITY AND THE NUMBER ENTRIES IS MADE BY THE EMBASSY/CONSULATE ON A CASE-BY-CASE BASIS.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (INFO@VIPPASSPORTS.COM) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE COPY OF THE PASSPORT IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- ALL ITEMS LISTED ABOVE COULD CHANGE WITHOUT NOTICE.

REVISED: 5-4-2026 (EL)

PHOTO REQUIREMENTS

Take a photo of yourself

The photo must be:

- recently taken (no more than 3 months old)
- different to the one in your passport
- vertical (portrait)
- a jpg or jpeg file

You must not:

- upload a photo of another photo
- use any effects or filters

Provide a photo of yourself

We need a photo of your face to confirm your identity.

Make sure you have:

- a plain light background
- no objects or people behind you
- your head, shoulders and upper body must be visible
- No teeth showing

Continued....



✓ Plain light-coloured background



✗ Object in background

Continued....

You also need:

- even lighting
- no shadows or glare on your face or behind you



✓ Even lighting and no shadow



✗ Shadow behind head

Continued....

You must not:

- have anything covering your face or eyes
- wear a head covering (unless it is for religious or medical reasons)



✓ Religious headwear



✗ Fashion hair accessories

Make sure you remove your glasses if there is any glare or they are tinted.



✓ Eyes fully visible



✗ Glasses covering eyes

Revised: 6-17-2025 (EL)



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Nationalities from the following locations (including associated territories) can [apply for an UK ETA](#) now.

- Antigua and Barbuda
- Argentina
- Australia
- The Bahamas
- Bahrain
- Barbados
- Belize
- Botswana
- Brazil
- Brunei
- Canada
- Chile
- Costa Rica
- Grenada
- Guatemala
- Guyana
- Hong Kong Special Administrative Region (including British national overseas)
- Israel
- Japan
- Kiribati
- Kuwait
- Macao Special Administrative Region
- Malaysia
- Maldives
- Marshall Islands
- Mauritius
- Mexico
- Federated States of Micronesia
- Nauru
- New Zealand

CONTINUE.....



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- Nicaragua
- Oman
- Palau
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Qatar
- Samoa
- Saudi Arabia
- Seychelles
- Singapore
- Solomon Islands
- South Korea
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Taiwan (if you have a passport issued by Taiwan that includes in it the number of the identification card issued by the competent authority in Taiwan)
- Tonga
- Trinidad and Tobago
- Tuvalu
- United Arab Emirates
- United States
- Uruguay

CONTINUE.....



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Who can apply from 5 March 2025

Nationalities from the following locations (including associated territories) can apply for an ETA from 5 March 2025.

They can travel to the UK with an ETA from 2 April 2025.

- Andorra
- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czechia
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Monaco
- Netherlands
- Norway

CONTINUE....



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- Poland
- Portugal
- Romania
- San Marino
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Vatican City

REVISED: 2-6-2025 (EL)

UK ETA REQUEST FORM

SURNAME (AS SHOWN IN PASSPORT)	
GIVEN NAME (AS SHOWN IN PASSPORT)	
CURRENT NATIONALITY	
PREVIOUS NATIONALITY OR OTHER CURRENT NATIONALITY	
HOME ADDRESS (STREET, CITY, STATE, ZIP)	
HOME PHONE NUMBER	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
MARITAL STATUS	
SPOUSE FULL NAME & NATIONALITY	
PRIMARY PURPOSE OF TRAVEL	
DATE OF ENTRY INTO UK	
PORT OF ENTRY INTO UK	
DATE OF EXIT FROM UK	
PORT OF EXIT FROM UK	
PROFESSION/OCCUPATION	
EMPLOYER NAME	
ADDRESS OF EMPLOYER	
PHONE NUMBER OF EMPLOYER	
EMPLOYER EMAIL	
HAVE YOU EVER HAD A CRIMINAL CONVICTION	
PASSPORT NUMBER PASSPORT DATE OF ISSUE PASSPORT DATE OF EXPIRY	

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

UK ETA REQUEST FORM

HAVE YOU EVER BEEN INVOLVED IN, OR SUSPECTED IN WAR CRIMES, GENOCIDE OR CRIMES AGAINST HUMANITY, OR SUPPORTING EXTREMIST GROUPS OR TERRORISM INCLUDING SUPPORT FOR, OR MEMBERSHIP OF, TERRORIST GROUPS, OR EXPRESSING EXTREMIST VIEWS	
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I solemnly declare that the statements made on this ETA request form are true and correct.

Date: _____

Signature: _____

Revised: 3-18-2025 (EL)

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.