

ATTENTION

The Chinese Embassy and Consulates have recently updated their visa submission process.

Effective immediately:

- All visa requests must be completed and submitted through the **new Chinese online visa portal**.
- Applications must first undergo a **preliminary review** by a Visa Officer. This review process may take **4 – 7 days (most cases)**.
- **VIP Passport Services** will manage the entire online submission process for you. However, you must complete the **visa application form** included in your paperwork packet so that we have the necessary details to prepare your online application.
- Once the Visa Officer verifies and approves your application, we will then submit your documents in person to the Embassy/Consulate.
 - **Express service:** 4 - 7 additional business days, or
 - **Express service:** 8 - 14 additional business days, or
 - **Regular service:** 15 – 20 additional business days.

This is a **new program implemented by the Chinese government**, and requirements may change at any time. Our office will continue to monitor updates and provide you with the most accurate and current information.

Thank you,
VIP Passport Services, Inc.

Revised: 7-14-2026 (EL)



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 ☐ (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: _____



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CHINA (P.R.C.) CREW VISA

PLEASE FORWARD THIS SHEET WITH ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VIP PASSPORT SERVICES, INC FEES:

PLEASE MARK THE APPROPRIATE BOX AND
ADD THE FEES BELOW FOR THE SERVICE YOU
HAVE REQUESTED:

- ☐ \$195.00.... 15 – 20 BUSINESS DAYS (REGULAR) – **SEE IMPORTANT NOTE BELOW**
- ☐ \$270.00.... 8 – 14 BUSINESS DAYS (EXPRESS) - **SEE IMPORTANT NOTE BELOW**
- ☐ \$345.00.... 4 – 7 BUSINESS DAYS (EXPRESS) - **SEE IMPORTANT NOTE BELOW**

<u>FEES PER PERSON</u>		<u>RETURN SHIPPING FEES</u> (CHECK ONE)	
VIP SERVICE FEE:		☐ PRIORITY LETTER	\$65.00
☐ CONSULATE FEE – REGULAR:		☐ 2-DAY LETTER	\$57.50
☐ CONSULATE FEE - EXPRESS:		☐ 3-DAY LETTER	\$47.50
MONEY ORDER FEE:	\$6.00	☐ SATURDAY – CALL	
		☐ 1 ST OVERNIGHT - CALL	
		☐ LOCAL PICK UP - CALL	
RETURN SHIPPING FEE: SEE * BELOW		☐ LOCAL DELIVERY - CALL	
TOTAL: (NO PERSONAL CHECKS)		☐ AIRPORT DLVY - CALL	

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

IMPORTANT NOTE: The visa processing times listed above do not begin until the Embassy or Consulate approves the online portal submission and the passport application has been successfully submitted to the Consulate for processing. The stated processing timeframe will commence only after the passport has been officially submitted to the Embassy/Consulate. VIP Passport Services is not responsible for delays caused by the Embassy, Consulate, government agencies, system outages, requests for additional documentation, administrative processing, or any other circumstances beyond our control. In the event that the Embassy or Consulate denies the visa or passport application, all VIP Passport Services fees are non-refundable and will be charged according to the original service request. If, after submission, the Embassy or Consulate places the application in suspense, pending, or additional review status and requests further documentation, an additional VIP Passport Services fee of **\$95.00** will apply. This fee covers the submission of the requested documents, continued monitoring of the application, follow-up communications with the Consulate, and management of the case until a final decision is rendered.

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

REVISED: 7-15-2026 (EL)

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



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PEOPLE'S REPUBLIC OF CHINA (P.R.C.) CREW VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) SIGNED U.S. PASSPORT

- MUST HAVE TWO CONSECUTIVE BLANK VISA PAGES
- MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE EXPECTED DATE OF DEPARTURE FROM CHINA – IF REQUESTING ANYTHING OTHER THAN A SINGLE OR DOUBLE ENTRY VISA, THE PASSPORT MUST HAVE AT LEAST 12 MONTHS REMAINING VALIDITY

2.) RECENT 2X2 COLOR PASSPORT TYPE PHOTOGRAPH:

- WHITE BACKGROUND REQUIRED
- TAKEN WITHIN 6 MONTHS
- FOR MORE DETAILED GUIDELINES FOR PHOTOS (SEE BELOW)

3.) SIGNED COMPLETED APPLICATION – *THE DATES WILL NEED TO MATCH THE DATES THAT ARE LISTED ON THE INVITATION.* (PLEASE LIST ON A SEPARATE PAGE IF THERE IS NOT ENOUGH SPACE FOR YOUR ANSWERS. SEE BELOW PAGES

4.) COMPANY LETTER OF GUARANTEE (DETAILED**)**

5.) COPY OF INVITATION – IF APPLICABLE

6.) YOUR TRAVEL RECORDS FOR THE PAST 5 YEARS FORM – ONLY REQUIRED IF YOU HAVE TRAVELED TO AFGHANISTAN, AZERBAIJAN, PAKISTAN, KAZAKHSTAN, TAJIKISTAN, KYRGYZSTAN, TURKEY, UZBEKISTAN, SYRIA, YEMEN, IRAQ, LIBYA, MALI, SOUTH SUDAN, NIGERIA, SOMALIA, TUNISIA, LEBANON, ALGERIA, KENYA, CAMEROON, CHAD, BANGLADESH, SRI LANKA, IRAN, GHANA, OR CONGO IN THE PAST 12 MONTHS. THE EMBASSY/CONSULATE MAY WANT THE APPLICANT TO APPEAR IN PERSON. SEE BELOW PAGES

7.) COPY OF THE TRIP SHEET/TRAVEL ITINERARY

CONTINUED →



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8.) **COPY OF THE FRONT AND BACK OF THE VALID CREW BADGE**

9.) **STATEMENT OF LOST FORM** – SEE BELOW PAGES

10.) **DECLARATION FOR TRAVEL HISTORY FORM** – ONLY REQUIRED IF YOU HAVE TRAVELED TO TURKEY IN THE PAST 12 MONTHS. THE EMBASSY/CONSULATE MAY WANT THE APPLICANT TO APPEAR IN PERSON. SEE BELOW PAGES

11.) **PROOF OF RESIDENCE: (PLEASE SUBMIT **ONE** OF THE FOLLOWING)**

****PROOF OF RESIDENCE IS USED TO VERIFY JURISDICTION, SO PLEASE BE SURE IT CORRESPONDS WITH ADDRESS LISTED ON THE APPLICATION****

- COPY OF DRIVER'S LICENSE
- COPY OF MAJOR UTILITY BILL (ELECTRIC, WATER, GAS)
- MORTGAGE STATEMENT
- LEASE AGREEMENT

12.) **COPIES OF PRIOR VISA(S) (IF APPLICABLE)** – IF YOU HAVE BEEN TO CHINA PREVIOUSLY, AND THE VISAS ARE IN A PRIOR PASSPORT, PLEASE BE SURE TO SEND YOUR ORIGINAL PASSPORT THAT HAS THAT PREVIOUS VISA IN IT. IF YOU CAN NOT LOCATE THAT PASSPORT WITH THE PREVIOUS VISAS, THEN YOU WILL NEED TO WRITE THE EMBASSY A LETTER STATING WHAT HAPPENED TO THAT PASSPORT/OLD VISA. IF THE NAME ON THE OLD VISA IS DIFFERENT THEN THE NAME YOU ARE CURRENTLY APPLYING IN, YOU WILL NEED TO SHOW PROOF OF NAME CHANGE.

13.) **CONSULATE FEE** – \$140.00 – NORMAL PROCESS

\$165.00 – EXPRESS PROCESS – NOT ALWAYS AVAILABLE

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IMPORTANT: IF ENTERING OR EXITING ON A COMMERCIAL AIRLINE, A SECONDARY BUSINESS VISA WILL BE NEEDED. THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY IN ADDITION TO A CREW VISA ALREADY BEING IN THE SAME PASSPORT.

SPECIAL INSTRUCTIONS FOR FORMER PRC NATIONALS OR BORN IN CHINESE TERRITORIES (APPLICANT AND/OR PARENTS OF APPLICANT):

FORMER CHINA NATIONALS: BE SURE TO LIST THE CHINESE NAME IN SECTION 1.2 OF THE APPLICATION. APPLICANT MUST ALSO PROVIDE A COPY OF THE PREVIOUS CHINESE VISA THAT WAS ISSUED IN THE U.S. FIRST-TIME APPLICANTS WHOSE FORMER NATIONALITY WAS CHINESE, OR WHO WERE BORN IN CHINA (INCLUDING HONG KONG, MACAO AND TAIWAN), NEED TO SUBMIT THE ORIGINAL CHINESE PASSPORT PREVIOUSLY HELD. SUBMIT A COPY OF THE NATURALIZATION CERTIFICATE ALONG WITH BOTH PARENTS U.S. PASSPORTS. IF NOT PREVIOUSLY BORN IN CHINA, BUT YOUR PARENTS WERE, PLEASE SUBMIT A COPY OF YOUR BIRTH CERTIFICATE ALONG WITH A COPY OF BOTH OF YOUR PARENTS U.S. PASSPORTS.

FORMER TAIWAN NATIONALS: IN SECTION 1.8 (PLACE OF BIRTH), PLEASE LIST "CHINA". PLEASE ALSO PROVIDE A COPY OF THE TAIWANESE PASSPORT. IF THE TAIWANESE PASSPORT PREVIOUSLY HELD IS NOT AVAILABLE, THE APPLICANT WILL NEED TO PROVIDE A COVER LETTER EXPLAINING THE CIRCUMSTANCES (THE CONSULATE HAS BEEN KNOWN TO ASK THAT THE APPLICANT COME IN PERSON FOR AN INTERVIEW). SUBMIT A COPY OF THE NATURALIZATION CERTIFICATE.

VALIDITY: CREW MEMBERS OF THE FOLLOWING 10 AIRLINE COMPANIES MAY APPLY FOR A MULTIPLE ENTRY CREW VISA VALID FOR UP TO FIVE (5) YEARS: UNITED AIRLINES, DELTA AIRLINES, AMERICAN AIRLINES, UPS, FEDEX, POLAR AIR CARGO, EVERGREEN AIR CARGO, KALITTA AIR INC., SOUTHERN AIR INC., AND THE WORLD AIRWAYS INC. FOR ALL OTHER AIRLINES AND PRIVATE AIRCRAFT CREW MEMBERS THE VISA OFFICER WILL TYPICALLY ISSUE A SINGLE OR DOUBLE ENTRY VISA VALID FOR UP TO SIX (6) MONTHS AND IS DETERMINED ON A CASE BY CASE BASIS. THE CREW VISA WILL ALLOW A STAY FOR UP TO 7 – 10 DAYS. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICER.

REVISED: 7-15-2026 (EL)

CHINESE CONSULATE JURISDICTIONS

❖ **CHICAGO CONSULATE**

JURISDICTION: ILLINOIS, INDIANA, IOWA, KANSAS, MICHIGAN, MINNESOTA, MISSOURI, WISCONSIN, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA

❖ **NEW YORK CONSULATE**

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

❖ **LOS ANGELES CONSULATE**

JURISDICTION: ARIZONA, SOUTHERN CALIFORNIA, HAWAII, NEW MEXICO, PACIFIC ISLANDS, UTAH, COLORADO

THE CONSULATE IN LOS ANGELES ALSO REQUIRES:

- THIS CONSULATE WILL ONLY ACCEPT A COPY OF THE APPLICANTS DRIVER'S LICENSE FOR PROOF OF RESIDENCE.

❖ **SAN FRANCISCO CONSULATE**

JURISDICTION: ALASKA, NORTHERN CALIFORNIA, NEVADA, OREGON, WASHINGTON STATE, IDAHO, MONTANA, WYOMING

❖ **WASHINGTON, D.C. EMBASSY**

JURISDICTION: WASHINGTON D.C., DELAWARE, KENTUCKY, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE, VIRGINIA, WEST VIRGINIA, ALABAMA, ARKANSAS, FLORIDA, GEORGIA, LOUISIANA, MISSISSIPPI, OKLAHOMA, PUERTO RICO, TEXAS,

REVISED: 1-28-2026 (EL)

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

照片/Photo

申请人必须如实、完整、清楚地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□内打√。如有关项目不适用，请写“无”。

The applicant should fill in this form truthfully, completely and clearly. Please type the answers in Chinese or English capital letters in the space provided or tick (√) the relevant box to select. If some of the items do not apply, please type N/A or None.

一、个人信息 Personal Information

1.1 姓名/Name	1.1A 姓/ Family name:	1.1B 名/ Given name(s):
	1.1C 别名或曾用名/ Other name(s) or Former name(s):	1.1D 中文姓名（请用中文填写）/ Chinese name (if applicable, in Chinese):
1.2 出生日期/ Date of birth (yyyy/mm/dd)		1.3 性别/ Gender: ☐ 男/ Male ☐ 女/ Female
1.4 出生地点/ Place of birth	1.4A 国家或地区/ Country or region:	1.5 婚姻状况/ Marital status: ☐ 已婚/ Married ☐ 单身/ Single ☐ 离异/ Divorced ☐ 丧偶/ Widowed ☐ 其他/ Other(Please specify):
	1.4B 省份/ Province/State:	
	1.4C 城市/ City:	
1.6 国籍和永久居留/ Nationality and permanent residence	1.6A 现有国籍/ Nationality:	1.6F 其他国家(地区)永久居留/Other permanent resident countries or region:
	1.6B 国籍身份证件号码/ National ID number:	1.6G 曾有国籍/ Former nationality(ies):
	1.6C 其他国籍/ Other nationality(ies):	1.6H 如曾有中国国籍，请提供以下信息/Please provide the following information if you have ever held Chinese nationality: 曾有中国身份证件号码/ Former Chinese ID number: 曾持有的最后一本中国护照号码/ Number of your last Chinese passport:
	1.6D 其他国籍身份证件号码/ ID number(s) of other nationality(ies):	
	1.6E 其他国籍护照号码/ Passport number(s) of other nationality(ies):	
1.7 护照信息/ Passport	1.7A 护照/旅行证件种类/ Type of passport/travel document: ☐ 外交/ Diplomatic ☐ 公务/ Service ☐ 官员/ Official ☐ 特别/ Special ☐ 普通/ Ordinary ☐ 其他证件（请说明）/ Other(Please specify):	1.7C 签发国家或地区/ Issuing country or region:
	1.7B 护照/旅行证件号码/ Passport/travel document number:	1.7D 签发地点/ Place of issue:
		1.7E 失效日期/ Expiration date:

二、申请信息 Type of Visa

2.1 申请签证种类及主要来华事由/ Type of visa and major purpose of your visit to China		
☐ (L) 旅游/Tourism	☐ A 个人旅游/ Independent tourist ☐ B 团体旅游/ Group member	如选“B”，请填写/If choose B, please provide the following information: 中国境内旅行社名称/Travel Agency in China: 旅行社业务经营许可证编号/Travel Agency License No.:
☐ (M) 商业贸易活动/ Commercial trade activities	☐ A 贸易活动/ Trade ☐ B 参加比赛/ Participation in Competition(s) ☐ C 其他商业活动/ Other commercial activities	
☐ (F) 交流、访问、考察等/ Exchanges, visits,	☐ A 学术交流/ Academic exchanges ☐ B 文化交流活动（如交流性演出）/ Cultural exchanges (e.g. a non-profit performance) ☐ C 宗教交流活动/ Religious exchanges	

study tours or other relevant activities	☐ D 非政府组织交流活动/ NGO activities ☐ E 志愿者、义工（不超过 90 日）/ Volunteering (no more than 90 days) ☐ F 持《外国专家来华邀请函》的外国专家/ Foreign expert with pre-approved letters of invitation ☐ G 地理测绘活动/ Geographic surveying and mapping activities	
☐ (Q1、Q2) 中国公民或具有中国永久居留资格的外国人的家庭成员或亲属/ Family member or relative of Chinese citizen(s) or foreigner(s) with permanent residence status in China	☐ A 因家庭团聚申请入境居留的中国公民的家庭成员/ Family member of Chinese citizen applying for residence in China for family reunion ☐ B 因家庭团聚申请入境居留的具有中国永久居留资格的外国人的家庭成员/ Family member of foreigner(s) with permanent residence status in China who is applying for residence in China for a family reunion ☐ C 因寄养等原因申请入境居留的人员/ Residence visa for child to be fostered in China ☐ D 入境短期探亲（不超过 180 日）的居住在中国境内的中国公民的亲属/ Relative of Chinese citizen(s) living in China applying for a visa for visit no more than 180 days ☐ E 入境短期探亲（不超过 180 日）的具有中国永久居留资格的外国人的亲属/ Relative of foreigner(s) with permanent residence status in China applying for a visa for visit no more than 180 days	请同时填写如下信息/ Please provide the following information: 中国公民/寄养委托人/具有永久居留资格的外国人姓名/ Name of the Chinese citizen(s)/Guardian(s)/ Foreigner(s) with permanent resident status: 与您的关系/ Relationship(s) to you: 身份证或居留证件号码/ ID or permanent residence permit number(s) :
☐ (S1、S2) 中国境内停留居留的外国人的家庭成员或因其他私人事务需要在中国境内停留的人员/ Family member of foreigner(s) staying or residing in China or person who needs to come to China for personal matters	☐ A 入境长期探亲（超过 180 日）的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母/ Spouse, parent, child under the age of 18 or parent-in-law of foreigner(s) residing in China for work, study or other purposes who visit China for more than 180 days ☐ B 因其他私人事务需要在中国境内居留的人员/ Person who needs to reside in China for other personal matters ☐ C 入境短期探亲（不超过 180 日）的因工作、学习等事由在中国境内停留居留的外国人的家庭成员/ Family member of foreigner(s) staying or residing in China for work, study or other purposes who visit China for no more than 180 days ☐ D 因其他私人事务（如处理诉讼、继承、医疗事务、打理在华房产等）需要在中国境内停留的人员/ Applying for a visa to stay in China for other personal matters, such as handling litigation, inheritance, real estate or medical treatment	请同时填写如下信息/ Please provide the following information: 被探望人姓名/ Name of the residing foreigner(s): 与您的关系/ Relationship to you: 居留证件号码或签证号码/ Residence permit(s) number or visa number 如选 B 或 D 项,请说明事由/ If B or D, please specify the matters:
☐ (Z) 工作/ Work	☐ A 入境工作的外国专家/ Foreign expert working in China ☐ B 营业性演出/ For commercial performance ☐ C 外国企业常驻中国代表机构的首席代表、代表/ Chief representative or representative of a foreign company ☐ D 海上石油作业/ Offshore oil operations ☐ E 志愿者、义工（超过 90 日）/ Volunteering (more than 90 days) ☐ F 其他取得中国政府主管部门颁发的工作许可入境工作的人员/ Foreigner working in China with a Work Permit issued by the Chinese government	
☐ (X1、X2) 学习/Study	☐ A 长期学习（超过 180 日）/ Long term study (more than 180 days) ☐ B 短期学习（不超过 180 日）/ Short term study (no more than 180 days)	
☐ (J1、J2) 记者/Journalist	☐ A 入境进行短期采访报道的外国记者/ Foreign journalist visiting China for short-term news coverage ☐ B 外国常驻中国新闻机构的外国常驻记者/ Resident foreign journalist of permanent office of a foreign news agency in China	
☐ (C) 乘务/ Crew member	☐ A 国际列车乘务员/ Crew member performing duties on board an international train ☐ B 国际航空器机组成员/ Crew member performing duties on board an international aircraft ☐ C 国际航行船舶的船员及船员随行家属/ Crew member performing duties on board an international vessel or accompanying ☐ D 从事国际道路运输的汽车驾驶员/ Vehicle driver engaged in international transportation services	
☐ (G) 过境/ Transit	经中国过境/ Transit through China	
☐ (D) 永久居留/ Permanent residence	入境永久居留的人员/ Person coming to China to take up permanent residence	
☐ (R) 人才/ Foreigner of high talent or specialist	☐ 国家需要的外国高层次人才和急需紧缺专门人才/ Foreigner of high talent or specialist needed by the State 人才引进计划名称/ Name of the talent recruitment programme: ☐ 持《外国高端人才确认函》人员/ Foreigner with Confirmation Letter for High Level Foreign Talents	
☐ 外交签证/ Diplomatic visa	☐ A 应邀入境访问的外国国家元首、政府首脑、外交部长以及其他具有同等身份的官员及随行配偶、未成年子女/ Head of state or government, foreign minister or other official with equivalent rank invited for an official visit and accompanying spouse and/or child(ren) under the age of 18 ☐ B 持外交护照或相应国际旅行证件因公务事由入境的外国、国际组织官员其随行配偶、未成年子女/ Government official, official of international organizations holding a diplomatic passport or other corresponding travel document visiting China for official purposes and accompanying spouse and/or child(ren) under the age of 18 ☐ C 外交信使及领事信使/ Diplomatic courier or consular courier ☐ D 因其他外交事由入境的人员/ Other personnel visiting China for diplomatic purposes	
☐ 公务签证/ Official visa	☐ A 持公务（官员）护照或相应国际旅行证件因公务事由入境的外国、国际组织官员及随行配偶、未成年子女/ Government official, official of international organizations holding a service/official passport or other corresponding travel document visiting China for official purposes and accompanying spouse and/or child(ren) under the age of 18	

	☐ B 根据中国政府与外国政府或国际组织签订的协议，入境执行中外合作交流项目的持外交、公务（官员）护照的外国、国际组织官员及随行配偶、未成年子女/ Holder of a diplomatic, service/official passport visiting China to implement a programme of exchange and cooperation according to relevant agreements between China and other countries or international organizations and accompanying spouse and/or child(ren) under the age of 18 ☐ C 应邀入境执行中外军事交流合作项目的人员及随行配偶、未成年子女/ Military personnel invited to implement military programme of exchange and cooperation and accompanying spouse and/or child(ren) under the age of 18 ☐ D 因其他公务事由入境的人员/ Other personnel visiting China for official purposes	
☐ 与驻华使领馆、国际组织驻华机构相关的人员/ Member of diplomatic missions, consular posts and international organizations and their accompanying family members	☐ A 外国驻华使领馆常驻外交官、领事官、行政技术人员、国际组织驻华机构常驻人员/ Member of diplomatic missions, consular posts or international organizations in China ☐ B 常驻人员的随居配偶或未成年子女/ Spouse or dependent child(ren) under the age of 18 accompanying the member ☐ C 常驻人员的其他随任亲属/ Other accompanying relative of the member ☐ D 作为配偶、未成年子女及其他亲属短期探望驻华使领馆的常驻人员/ Spouse, child(ren) under the age of 18 or other relative visiting member of diplomatic missions, consular posts or international organizations for a short visit ☐ E 驻华使领馆、国际组织驻华机构短期聘用（不超过 90 日）的雇员（包括私人雇员）、实习生/ Short-term (no more than 90 days)employee (including private employee), intern in diplomatic missions, consular posts or international organizations ☐ F 驻华使领馆、国际组织驻华机构长期聘用（超过 90 日）的雇员（包括私人雇员）、实习生/ Long-term (more than 90 days)employee (including private employee), intern in diplomatic missions, consular posts or international organizations	请同时填写如下信息/ Please provide the following information: 常驻机构名称/ Name of the mission: 是否新任（如选“A”请回答）/ Is it a new job position for the above mentioned mission (if choose A)? ☐ 是/Yes ☐ 否，前任者为/No. Name of previous occupant: 常驻人姓名（如选“B”、“C”、“D”请回答）/ Name of the member of diplomatic missions, consular posts or international organizations (if choose B, C or D):
	☐ 其他事由/ Other purposes	(请说明) / (Please specify)
礼遇签证由签证机关决定，颁发给需要给予礼遇的人员。/ Courtesy visas are issued at the discretion of the Chinese authorities.		
2.2 服务种类/ Service: ☐ 正常/ Normal ☐ 加急/ Express		
2.3 申请签证信息/ Visa details	2.3A 申请签证的有效期/ Validity of visa: <u> </u> / month(s)	2.3C 次数/ Entries: ☐ 1 次/ Single ☐ 2 次/ Double ☐ 多次/ Multiple
	2.3B 申请的最长停留期/ Maximum duration of longest stay: <u> </u> 日/day(s)	

三、工作情况 Work Information

3.1 当前职业/ Current occupation: ☐ 商人/ Businessperson ☐ 公司职员/ Company employee ☐ 演艺人员/ Entertainer ☐ 工人/农民/ Industrial/Agricultural worker ☐ 学生/Student ☐ 其他（请说明）/Other (Please specify):						☐ 议员/ Member of Parliament ☐ 政府官员/ Government official ☐ 非政府组织人员/ NGO staff ☐ 军人/ Military personnel ☐ 宗教人士/ Religious personnel ☐ 新闻从业人员/ Media representative	☐ 乘务人员/ Crew member ☐ 自雇/ Self-employed ☐ 无业/ Unemployed ☐ 退休/ Retired ☐ 学者/Academic
3.2 近 5 年工作经历/ Work experience in the past 5 years							
3.2A 日期/Date		3.2B 单位/公司的名称、地址、电话/ Name, address and telephone of your current and previous employers	3.2C 主管姓名、电话 /Supervisor's name and telephone	3.2D 职位/ Position	3.2E 职责/ Duty		
从/From	到/To						

四、教育背景 Education

4.1 最高学历/Highest diploma/degree		
4.1A 学校名称/Name of institution	4.1B 学历/学位/Diploma/degree	4.1C 专业/Major

五、家庭情况 Family Information

5.1 现家庭住址/ Current residence address	
--------------------------------------	--

5.2 电话号码/Phone nu		5.3 手机号码//Mobile phone number	
5.4 电子邮箱/E-mail address:			
5.5 家庭成员/ Family member(s)			
5.5A 配偶/ Spouse			
姓名/ Name		国籍/ Nationality	职业/ Occupation
出生日期/ Date of birth		出生国家/ Country of birth	出生城市/ City of birth
地址/ Address			
5.5B 父亲/ Father			
姓名/ Name		国籍/ Nationality	出生日期/ Date of birth
是否在中国/Is your father in China? ☐ 是/Yes ☐ 否/No	如是, 请填写在中国的状态/If so, the status in China ☐ 公民/ Citizen ☐ 永久居留/ Permanent resident ☐ 居留/ Resident ☐ 停留/Stay ☐ 工作类居留(有效期 90 日至 5 年) / Work-type resident valid for 90 days to five years ☐ 工作签证(有效期少于 90 日) / Z visa valid for less than 90 days ☐ 非工作类居留(有效期 180 日至 5 年)/Non work-type resident valid for 180 days to five years ☐ 非工作签证(有效期少于 180 日) /Visas other than Z valid for less than 180 days		
5.5C 母亲/ Mother			
姓名/ Name		国籍/ Nationality	出生日期/ Date of birth
是否在中国/Is your father in China? ☐ 是/Yes ☐ 否/No	如是, 请填写在中国的状态/If so, the status in China ☐ 公民/ Citizen ☐ 永久居留/ Permanent resident ☐ 居留/ Resident ☐ 停留/Stay ☐ 工作类居留(有效期 90 日至 5 年) / Work-type resident valid for 90 days to five years ☐ 工作签证(有效期少于 90 日) / Z visa valid for less than 90 days ☐ 非工作类居留(有效期 180 日至 5 年)/Non work-type resident valid for 180 days to five years ☐ 非工作签证(有效期少于 180 日) /Visas other than Z valid for less than 180 days		
5.5D 子女/ Child			
姓名/ Name		国籍/ Nationality	出生日期/ Date of birth
姓名/ Name		国籍/ Nationality	出生日期/ Date of birth
5.5E 是否有父母以外的直系亲属在中国/ Do you have any immediate relatives, not including parents, in China? ☐ 是/Yes ☐ 否/No 如有, 请填写以下信息/If yes, please provide the following information:			
姓名/Name		与您的关系/Relationship to you	
在中国的状态/Status in China			
☐ 公民/ Citizen ☐ 永久居留/ Permanent resident ☐ 居留/ Resident ☐ 停留/Stay ☐ 工作类居留(有效期 90 日至 5 年) / Work-type resident valid for 90 days to five years ☐ 工作签证(有效期少于 90 日) / Z visa valid for less than 90 days ☐ 非工作类居留(有效期 180 日至 5 年)/Non work-type resident valid for 180 days to five years ☐ 非工作签证(有效期少于 180 日) /Visas other than Z valid for less than 180 days			
可另附纸说明/ List on a separate page if there is not enough space			

六、旅行信息 Information About Your Intended Trip

6.1 行程/ Itinerary	6.1A 抵达日期/ Date of arrival:		6.1B 抵达车/船/飞机班次/ Arrival train /ship /flight number:		6.1C 抵达城市/ City of arrival:
	6.1D 停留城市/ City	6.1E 地址/ Address		6.1F 到达日期/ Date of arrival	6.1G 离开日期/ Date of departure
	6.1H 离境日期/ Date of departure		6.1J 离境车/船/飞机班次/ Departure train /ship /flight number:		6.1K 离境城市/City of departure:

6.2 中国境内邀请方/ 联系人或组织/ Inviting person or organization in China	6.2A 姓名或名称/Name of person or organization;		6.2B(联系人)与您的关系/ Relationship to you (if invited by an individual);		
	6.2C 电话号码/ Phone number;		6.2D 电子邮箱/ E-mail address;		
	6.2E 地址 (城市、省/自治区、邮政编码) / Address (city, province/state, postal code);				
6.3 紧急联系人/ Emergency contact	6.3A 紧急联系人姓名/ Name of emergency contact;		6.3B 与您的关系/ Relationship to you;		
	6.3C 电话号码/ Phone number;		6.3D 电子邮箱/ E-mail address;		
6.4 谁支付本次旅行 费用/Who will pay for this travel	6.4A ☐ 自己/ Self				
	6.4B ☐ 他人/ Other				
	姓名/Name		电话/Telephone	邮箱/Email	
	6.4C ☐ 单位或组织/Organization				
	名称/Name	关系/Relationship to you	地址/Address	国家/Country	
6.5 偕行人/ Travel companion(s) for this visit	6.5A 是否有偕行人 (指使用同一本护照) / Are you travelling with someone else this time (using the same passport)? ☐ 是/ Yes ☐ 否/ No				
	6.5B 偕行人姓名/ Name(s) of travelling companion(s)				
	6.5C 性别/ Gender	☐ 男/ Male ☐ 女/ Female	☐ 男/ Male ☐ 女/ Female	☐ 男/ Male ☐ 女/ Female	☐ 男/ Male ☐ 女/ Female
	6.5D 出生日期/ Date of birth				
	6.5E 请将偕行人照 片粘贴在此/ Please affix their photo(s)	偕行人 1 照片 Photo of person sharing the same passport	偕行人 2 照片 Photo of person sharing the same passport	偕行人 3 照片 Photo of person sharing the same passport	偕行人 4 照片 Photo of person sharing the same passport

七、以往旅行信息 Past Travel Information

7.1 是否来过中国/ Have you been to China? ☐ 是/ Yes ☐ 否/ No				
7.2 原签证信息/ Previous Chinese Visa	7.2A 是否曾获得中国签证/ Have you been issued a Chinese visa? ☐ 是/Yes ☐ 否/No (如是, 请提供最近一次中国签证的详细信息) /(If yes, please give details of your last Chinese visa)			
	7.2B 签证种类/ Type of Visa;		7.2C 签证号码/ Number of Visa;	
	7.2D 签发地点/ Place of issue;		7.2E 签发日期/ Date of issue;	
	7.2F 申请中国签证时是否曾被采集十指指纹/ Have you ever been fingerprinted when applying for a Chinese visa? ☐ 是/ Yes ☐ 否/ No			
	如是, 请提供如下信息/ If yes, please provide the following information:		采集地点/ Where were you fingerprinted?	采集时间/ When were you fingerprinted?
7.3 有效的其 他国家签证/ Valid visas	7.2G 是否曾获得中国居留证件/ Have you ever been issued a Chinese residence permit? ☐ 是/ Yes ☐ 否/ No 如是, 请提供居留证件号码/ If yes, please provide your residence permit number;			
	7.3 是否持有仍在有效期内的其他国家签证/ Do you currently hold any valid visas issued by other countries? ☐ 是/ Yes ☐ 否/ No 如是, 请列举/ If yes, please list below:			
7.4 近 12 个月 曾访问的国 家/ Countries visited in the past 12 months	过去 12 个月是否到访过其他国家/ Have you travelled to any other countries in the past 12 months? ☐ 是/ Yes ☐ 否/ No 如是, 请列举/ If yes, please list below. 可另附纸说明/ List on a separate page if there is not enough space:			

八、其他事项 Other Information

8.1 是否曾经被拒绝签发中国签证,或被拒绝进入中国? Have you ever been refused a visa for China, or been refused entry into China?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.2 是否曾被注销过中国签证?/Has your Chinese visa ever been cancelled?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.3 是否曾非法入境中国或在华非法滞留、非法就业?/Have you ever entered China illegally, overstayed, or worked illegally?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.4 是否在中国或其他国家有犯罪记录?/Do you have any criminal record in China or any other country?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.5 是否有严重精神障碍或传染性疾病? /Do you have any serious mental disorder or infectious disease?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.6 近 30 日内是否前往过流行性疾病传染的国家或地区? /Have you ever visited countries or territories where there is an epidemic in the last 30 days?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.7 是否具有枪械、炸药、核装置、生物或化学方面的特殊技能或接受过特殊培训? / Have you ever been trained or do you have any special skills in the field of firearms, explosives, nuclear devices, biological or chemical products?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.8 是否(曾)在部队服役? / Are you serving or have you ever served in the military? ☐ 是/ Yes ☐ 否/ No (如是, 请提供以下信息) / (If yes, please provide the following information)	
8.8A 服役国家/ Country of service:	8.8B 军种/ Branch of service:
8.8C 军衔/ Rank in military:	8.8D 军事特长/ Military specialty:
8.8E 开始服役时间/ Date of service from(yyyy-mm):	8.8F 结束服役时间/ Date of service to (yyyy-mm):
8.9 是否曾服务于或参加过准军事性组织、民间警戒单位、游击队或叛乱组织,或曾经是其中成员之一? / Have you served or participated in any paramilitary organization, civil armed units, guerrilla forces or armed organizations, or been its member?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.10 是否任职于任何职业机构、社会机构、慈善机构? / Have you worked for any professional, social, or charitable organizations?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
8.11 是否有其他需要声明的事项? / Is there anything else you want to declare?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
(详细说明)/(Detailed description)	

九、签名及声明 Signature & Declaration

9.1 本人填写/ For Applicant

9.1A 声明/ Declaration 我声明,我已阅读并理解此表所有内容要求,并愿就所填报信息和申请材料的真实性承担一切法律后果。 I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provide. 我理解,能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定,任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。 I understand that whether to issue a visa, the type of visa, number of entries, validity and duration of each stay will be determined by consular officials, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China. 我理解,签证申请加急服务须经领事官员批准,将加收相应费用。 I understand that express and urgent visa applications need approval of consular officials, and extra fees may apply. 我理解,根据中国法律,申请人即使持有中国签证仍有可能被拒绝入境。 I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted. 我的签证申请将提交至位于 _____ (城市) 的中国签证机关。 My application will be submitted at _____ (City) to the Chinese visa issuing authority. 申请人签名 _____ 日期 _____ Applicant's signature: _____ Date (yyyy-mm-dd): _____ 注: 未满 18 周岁的未成年人须由父母或监护人代签。 Note: A parent or guardian should sign on behalf of a minor under the age of 18.	
9.2 代填人填写/ For person filling in the application on the applicant's behalf	
9.2A 姓名/ Name:	9.2B 与申请人的关系/ Relationship with the applicant:
9.2C 地址/ Address:	9.2D 电话/ Telephone:
9.2E 声明/ Declaration 我声明本人是根据申请人要求而协助填表,证明申请人理解并确认表中所填内容准确无误。 I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct. 代填人签名/ Signature: _____ 日期/ Date(yyyy-mm-dd): _____	

中华人民共和国签证申请表附加页

Visa Application Form of the People's Republic of China additional page

8.12 Are you or your family members serving or have ever served in the military or law-enforcement department?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
(详细说明) / (Detailed description)	
8.13 Do you or your family members belong to or have ever belonged to any political parties or groups?	☐ 是/ Yes ☐ 否/ No (如是, 请详细说明) / (If yes, please specify)
(详细说明) / (Detailed description)	

原持中国护照/中国签证/居留许可遗失声明
Statement of Lost

本人声明下列证件遗失：

I declare the following document lost:

☐ 中国护照 / Chinese Passport

(签发地: _____ 证件号码: _____ 签发日期: _____)

☐ 中国签证 / Chinese Visa

☐ 中国居留许可 / Chinese Residence Permit

本人承诺：即使找回以上证件，也不再使用。

I promise that I **shall not use** the **above-mentioned documents** anymore even if recovered.

声明人 / Declarant: _____

日期 / Date: _____

Declaration for travel history

The Applicant's name: _____

Date of birth: _____ Nationality: _____ Sex: _____

Passport Number: _____

The country of travel: Turkey

1. When did you visit the specific country? How many days did you stay in that country?

2. What was the purpose of the visit? (travel, work, family visit or business, etc)

I ensure that the above-mentioned is true. If there is any false, I will bear legal liability.

Signature: _____ Date: _____

Please fill and sign the form, and scan and email back to Visa Office as requested.

YOUR TRAVEL RECORDS FOR THE PAST 5 YEARS

PLEASE LIST THE COUNTRIES YOU HAVE TRAVELED TO IN THE PAST 5 YEARS

[illegible]

APPLICANTS FULL NAME: _____

APPLICANTS DATE OF BIRTH: _____

APPLICANTS SIGNATURE: _____ DATE: _____



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



EXAMPLE OF A COMPANY LETTER (CREW MEMBERS)

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

DATE: _____

EMBASSY/CONSULATE OF CHINA IN **(CONSULATE OF APPLICANT'S JURISDICTION)**

GENTLEMEN:

PLEASE BE ADVISED THAT THE BELOW LISTED INDIVIDUALS ARE APPLYING FOR CREW MEMBER VISAS. OUR COMPANY, **(EMPLOYER)**, WILL GUARANTEE MR. /MRS. **(TRAVELER)** MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS/HER WELFARE WHILE IN YOUR COUNTRY.

PILOTS: PRIMARY: **(LIST NAME)**
BACK UP (S): **(LIST NAME)**

FIRST OFFICER: PRIMARY: **(LIST NAME)**
BACK UP: **(LIST NAME)**

FLIGHT ATTENDANT: PRIMARY: **(LIST NAME)**
BACK UP: **(LIST NAME)**

DATE OF 1ST ARRIVAL: **(LIST DATE OF 1ST ENTRY)**

AIRPORT OR ARRIVAL: **(LIST AIRPORT OF 1ST ARRIVAL)**

AIRCRAFT/FLIGHT: **(TAIL NUMBER)**

DATE OF DEPARTURE: **(LIST THE DATE OF INTENDED DEPARTURE)**

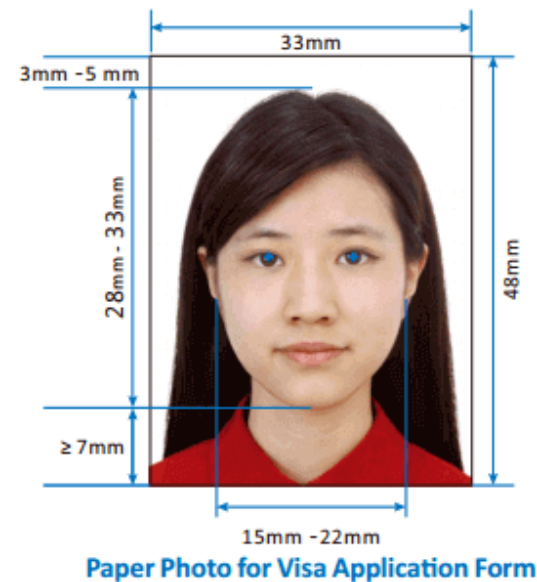
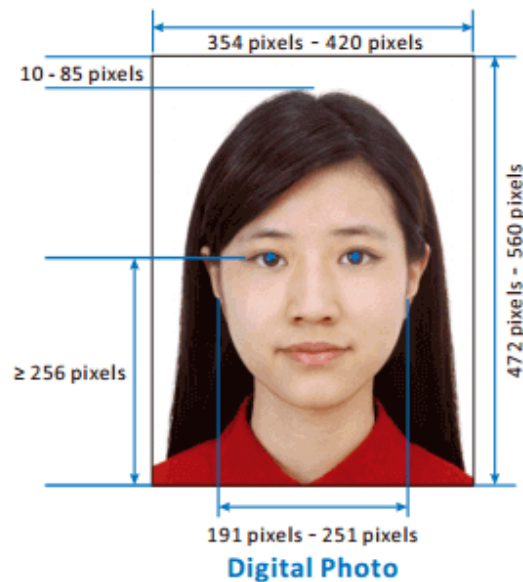
AIRPORT OF DEPARTURE: **(LIST THE AIRPORT WHERE YOU WILL DEPART)**

PURPOSE FOR TRAVEL: **(LIST PURPOSE FOR TRAVEL)**

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. /MRS. **(TRAVELER)** THE APPROPRIATE **(SINGLE OR DOUBLE OR MULTIPLE)** ENTRY CREW VISA AT YOUR EARLIEST CONVENIENCE. IF YOU HAVE ANY QUESTIONS, PLEASE GIVE ME A CALL AT **(CONTACT PHONE NUMBER)**.

THANK YOU,

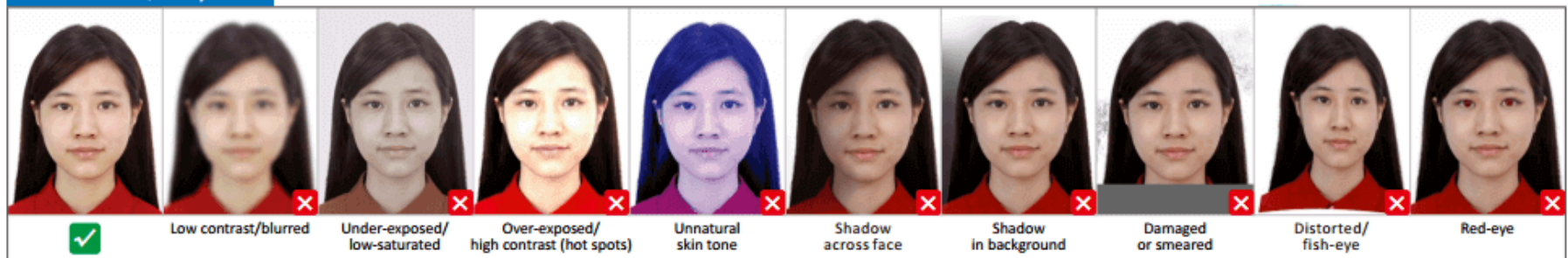
(SUPERVISOR'S TITLE AND SIGNATURE)



General Photo Requirements

- **Templates:** As indicated in the sample photos for digital and paper photos.
- **Dimensions:** The digital photo should be between 354 pixels (width) $\times$ 472 pixels (height) and 420 pixels (width) $\times$ 560 pixels (height). The paper photo should be 33 mm (width) $\times$ 48 mm (height).
- **Colour Space:** RGB 24bit true colour.
- **Image Compression:** JPEG and the image file size: 40 KB - 120 KB.
- **Facial Requirements:** The applicant is required to present the frontal view to the camera with the entire head and face clearly visible. The facial expression must be neutral with eyes open, mouth closed and ears visible. There should be no visible distortion of the facial features. There should not be any object such as hand or toy or another person visible in the photo. Eyeglasses are allowed in the photo only if the lenses are not tinted and there is no glare, shadows, or frames obscuring the eyes. The head position: $\leq 20^\circ$ for left or right tilt (Yaw and Roll) and $\leq 25^\circ$ for up or down tilt (Pitch).
- **Head Coverings:** Hats or other head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.
- **Photo Quality:** The photo should have no damage or impurities, no background light or shadow over face. There should not be over- or under-exposure. The face should be centered in the photo with all the features clearly visible and natural skin tone. The inter-eye distance should be > 60 pixels.
- **Head Size and Orientation for the Digital Photo:** With the digital photo of 354 pixels (width) $\times$ 472 pixels (height) as an example, the head should be horizontally centered in the image with the face width at 205 pixels $\pm$ 14 pixels. The space from the upper edge of the image to the crown of the head should be 10 - 70 pixels. The vertical distance from the bottom edge of the image to the horizontal line through the centre of the eyes should be > 256 pixels. In special cases, when the hair is too high, the voluminous hair can be trimmed off to ensure the size of the face.
- **Head Size and Orientation for the Paper Photo:** The head width should be between 15 mm and 22 mm and the head height, measured from the base of the chin to the crown of the head, should be between 28 mm and 33 mm. The space between the crown and the upper edge of the photo should be between 3 mm and 5 mm. The space between the chin and the bottom edge of the photo should be ≥ 7 mm.
- **Background and Borders:** The background of the photo should be white or close to white with no borders around the edge of the image.
- **The photo should be recent, taken within 6 months.**

Photo Quality



Head Position

Expression