

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: vipinfo@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 FAX OR 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

FAX 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

FAX 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: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: vipinfo@vippassports.com



THAILAND CREW VISA (TRANSIT CLASS 'C' VISA)

NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	BANK STATEMENT:	1

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER FEE:	\$6.00
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	
OTHER FEES: _____	
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

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 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: PLEASE DO NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS BACK IN-HAND.

REVISED 1-10-2020 JENN

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: vipinfo@vippassports.com



THAILAND CREW VISA (TRANSIT CLASS 'C' VISA)

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **PASSPORT**

- MUST BE SIGNED
- MUST HAVE A REMAINING VALIDITY OF AT LEAST 6 MONTHS

2.) **TWO (2) CURRENT PASSPORT-TYPE PHOTOGRAPHS (2x2)**

- WHITE BACKGROUND
- FULL-FACE VIEW (DARK GLASSES AND HATS ARE NOT PERMITTED)
- PAPER COPIES OF A PHOTOGRAPH ARE NOT PERMITTED

3.) **ONE (1) COMPLETED APPLICATION** – SIGNATURE ON APPLICATION MUST EXACTLY MATCH SIGNATURE ON PASSPORT

4.) **COPY OF THE TRAVEL ITINERARY**

5.) **COMPANY LETTER OF GUARANTEE:** A BUSINESS LETTER FROM THE U.S. COMPANY, PRINTED ON THE COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE EMBASSY OF THAILAND, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE). BUSINESS LETTER MUST ADHERE TO THE FORMAT IN THE EXAMPLE LETTER WE PROVIDE. PLEASE BE SURE THAT THE FOLLOWING ITEMS ARE INCLUDED IN THE LETTER:

- ❖ APPLICANT'S POSITION & SALARY
- ❖ PURPOSE OF VISIT
- ❖ LENGTH OF EMPLOYMENT
- ❖ LENGTH OF STAY IN THAILAND

6.) **COPY OF MOST RECENT BANK STATEMENTS**

- MUST SHOW A MINIMUM OF \$700.00 PER PERSON, OR \$1500 PER FAMILY
- MUST SHOW APPLICANT'S NAME, BALANCE, DATES OF STATEMENTS

7.) **INTERNATIONAL HEALTH CERTIFICATE** (SEE PAGE 5)

8.) **PROOF OF VALID U.S. STATUS** (PLEASE SUBMIT **ONE** OF THE FOLLOWING):

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

9.) **CONSULATE FEE:** **\$35.00 PER ENTRY** (MAXIMUM OF TWO (2) ENTRIES)

VALIDITY: VISAS ARE VALID FOR SINGLE OR DOUBLE ENTRIES, WHICHEVER IS INDICATED ON THE APPLICATION. VISAS ARE VALID FOR A STAY OF UP TO 30 DAYS AND ENTRY MUST BE MADE WITHIN 90 DAYS. THE VALIDITY OF THE VISA WILL START ON THE DAY OF ISSUE, SO PLEASE BE SURE TO NOT APPLY TOO EARLY.

REVISED 1-10-2020 JENN

Two Passport-size Photographs

Photographs must have a light color background with a full-face view of the person without wearing a hat or dark glasses. Photos must be taken within 6 months.



Visa Section
 Royal Thai Embassy
 1024 Wisconsin Avenue, N.W., Suite 101
 Washington, D.C. 20007
 http://www.thaiembdc.org
 Email : visa@thaiembdc.org
 Tel (202) 298-4817 Fax (202) 944-3641

VISA APPLICATION

NOTE : To process your application, this application form must be fully completed and accompanied by all the required documents.

1	Please check appropriate box for visa type requested. <input type="checkbox"/> Non-Immigrant Visa <input type="checkbox"/> Diplomatic Visa <input type="checkbox"/> Tourist Visa* <input type="checkbox"/> Official Visa <input type="checkbox"/> Transit Visa* <input type="checkbox"/> Courtesy Visa							
	Number of entries requested entry (ies)							
	<i>Non-immigrant visa applicant must submit an invitation letter/proofs from persons/institutions concerned stating the purpose of visit and the length of stay.</i>							
	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <table style="width:100%; border: 1px solid black; margin-top: 5px;"> <tr> <td style="width:33%; height: 25px;"></td> <td style="width:33%; height: 25px;"></td> <td style="width:33%; height: 25px;"></td> </tr> <tr> <td style="text-align:center; font-size: small;">Last Name</td> <td style="text-align:center; font-size: small;">First Name</td> <td style="text-align:center; font-size: small;">Middle Name</td> </tr> </table>					Last Name	First Name	Middle Name
Last Name	First Name	Middle Name						
2	Date of Birth Nationality Nationality at Birth Place of Birth Occupation Present Address City State Zip code Home phone (.....) Office phone (.....) Cell phone (.....) E-mail..... Permanent address (if different from above)							
3	Current Passport No. Issued at Date of Issue Date of Expiry Permanent Resident Card (Green card) No. Date of Expiry							
4	Purpose of visit Date of arrival in Thailand Length of stay Traveling by Date of previous visits to Thailand <small>(Air, Train, or Ship)</small> Place to stay in Thailand Tel :							
5	Reference person and address in U.S.A. Tel : Email Reference person and address in Thailand Tel : Email							
6	_____ Signature of Applicant Date * ATTENTION FOR TOURISTS AND TRANSIT VISA APPLICANTS ONLY : You declare that the purpose of your visit to Thailand is for pleasure only and that in no case shall you engage yourself in any profession or occupation while in the country.							
<u>FOR OFFICIAL USE</u>								
	Type of visa and No.	Classification						
	Date of Issue	Fees						
	Expiry Date							
	Signature Secretary of the Embassy							

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: vipinfo@vippassports.com



THAILAND

HEALTH REQUIREMENTS: NO INOCULATIONS OR VACCINATIONS ARE REQUIRED UNLESS THE APPLICANT HAS BEEN TO THE INFECTED AREAS LISTED BELOW.

AS OF FEBRUARY 1991, THAILAND HAS REQUIRED A YELLOW FEVER CERTIFICATE FROM TRAVELERS WHO HAVE VISITED THE FOLLOWING COUNTRIES WITHIN THE PAST 10 YEARS:

COUNTRIES INFECTED WITH YELLOW FEVER				
ANGOLA	CHAD	GABON	MALI	SENEGAL
BENIN	COLOMBIA	GAMBIA	MAURITANIA	SIERRA LEONE
BOLIVIA	CONGO	GHANA	NIGER	SOMALIA
BRAZIL	COTE D'IVOIRE	GUINEA	NIGERIA	SUDAN
BURKINA FASO	ECUADOR	GUINEA-BISSAU	PANAMA	SURINAME
BURUNDI	EQ. GUINEA	GUYANA	PERU	TANZANIA
CAMEROON	ETHIOPIA	KENYA	RWANDA	TOGO
C.A.R.	FRENCH-GUINEA	LIBERIA	SAO TOME	UGANDA
ALONG WITH: TRINIDAD // VENEZUELA // ARGENTINA // PARAGUAY				

REVISED 1-10-2020 JENN

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: yipinfo@vippassports.com



EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY OF THAILAND, VISA SECTION
WASHINGTON, DC USA

GENTLEMEN:

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

APPLICANTS NAME:

PROFESSION:

LENGTH OF EMPLOYMENT:

SALARY:

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

SUPERVISOR'S NAME

SUPERVISOR'S POSITION/JOB TITLE

*****PLEASE BE SURE THE COMPANY LETTER IS VERY DETAILED AND FOLLOWS THE FORMAT PROVIDED. BE SURE TO INCLUDE THE DATES OF TRAVEL FOR ANY FUTURE TRIPS TO THAILAND IF A MULTIPLE ENTRY VISA IS BEING REQUESTED. ANY LETTERS THAT ARE NOT DETAILED AND/OR FOLLOW THE ABOVE FORMAT MAY INCUR A DELAY IN PROCESSING*****