



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

**TRAVELERS NAME:** \_\_\_\_\_

**DATE OF USA DEPARTURE:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**DATE YOU NEED PASSPORT:** \_\_\_\_\_

**VIP RESERVATION/FILE LOCATOR NUMBER:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_



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## VIETNAM BUSINESS VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED:

|                          |                 |              |                           |
|--------------------------|-----------------|--------------|---------------------------|
| VALID PASSPORT:          | <u>1-SIGNED</u> | APPLICATION: | <u>1</u>                  |
| PASSPORT TYPE PHOTO (S): | <u>2-RECENT</u> | ITINERARY:   | <u>1-COPY</u>             |
| PROOF OF U.S. STATUS:    | <u>1</u>        | INVITATION:  | <u>SEE COMMENTS BELOW</u> |

OTHER: COPY OF PERMAMENT RESIDENCE CARD (GREEN CARD) OR  
THE ORIGINAL VALID USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>).  
STUDENTS MUST SUBMIT ORIGINAL U.S. VISA & VALID I-20.

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

### FEES PER PERSON:

|   |                             |
|---|-----------------------------|
| VIP SERVICE FEE: (REGULAR PROCESS)  | <u>\$95.00</u>              |
| CONSULATE FEE: (SEE NEXT PAGE)  | <u>                    </u> |
| MONEY ORDER:  | <u>\$6.00</u>               |
| ** <input type="checkbox"/> SPECIAL HANDLING FEE: (1"TO 2 DAY RUSH PROCESS) | <u>                    </u> |
| ** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY RUSH PROCESS)   | <u>                    </u> |
| *ADD RETURN FEDERAL EXPRESS FEE:  | <u>                    </u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE)  | <u>                    </u> |

#### \*FEDERAL EXPRESS FEES:

|                                    |         |
|------------------------------------|---------|
| PRIORITY LETTER                    | \$29.00 |
| 2-DAY LETTER                       | \$23.50 |
| 3-DAY LETTER                       | \$19.50 |
| SATURDAY LETTER                    | \$41.50 |
| 1 <sup>ST</sup> OVERNIGHT DELIVERY | \$75.00 |

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 1 TO 2 DAYS RUSH PROCESS FROM THE DAY WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE) OR FOR SAME DAY RUSH PROCESSING (\$50.00 SPECIAL HANDLING FEE).

COMMENTS: IF STAYING IN VIETNAM LONGER THAN 30 DAYS OR NEEDING THE  
VISA TO BE A MULTIPLE ENTRY VALID FOR MORE THAN 90 DAYS,  
PLEASE ALSO SUBMIT A COPY OF THE OFFICIAL INVITATION  
FROM THE SPONSOR IN VIETNAM. IF YOU WILL BE REQUESTING  
SPECIAL HANDLING, PLEASE BE SURE TO SEND YOUR DOCUMENTS TO  
ARRIVE BY 8:00AM. ANY DOCUMENTS RECEIVED AFTER THAT TIME  
MAY INCUR A ONE DAY DELAY IN SUBMISSION/PROCESSING.

REVISED: 27/26/4239" (JENN)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## VIETNAM ENTRY VISA

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **VALID PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **TWO (2) PASSPORT TYPE PHOTOGRAPHS** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION** (*SEE BELOW*)
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **COPY OF INVITATION** (*IF AVAILABLE*)
- 6.) **PROOF OF VALID U.S. STATUS** (*PLEASE SUBMIT ONE OF THE FOLLOWING*):
  - COPY OF FRONT/BACK OF VALID PERMANENT RESIDENT CARD
  - ORIGINAL U.S. VISA AND PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 7.) **CONSULATE FEE**:

| NUMBER OF ENTRIES | LENGTH OF VALIDITY | 4 - 7 DAY PROCESSING FEE | 1 - 2 DAY PROCESSING FEE | SAME-DAY PROCESSING FEE |
|-------------------|--------------------|--------------------------|--------------------------|-------------------------|
| SINGLE            | 1 MONTH            | \$70.00                  | \$90.00                  | \$100.00                |
|                   | 3 MONTHS           | \$100.00                 | \$120.00                 | \$130.00                |
|                   | 6 MONTHS           | \$150.00                 | \$170.00                 | \$180.00                |
| MULTIPLE          | 3 MONTHS           | \$150.00                 | \$170.00                 | \$180.00                |
|                   | 6 MONTHS           | \$165.00                 | \$185.00                 | \$195.00                |
|                   | 12 MONTHS          | \$175.00                 | \$195.00                 | \$205.00                |

**PLEASE NOTE:** IF THE PASSPORT INDICATES VIETNAM AS THE APPLICANT'S PLACE OF BIRTH, YOU ARE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION. FOR APPLICANTS REQUESTING VISAS WITH VALIDITY UP TO 90 DAYS, PLEASE [CLICK HERE](#) FOR THE APPROPRIATE APPLICATION. FOR APPLICANTS WHO WOULD LIKE TO REQUEST A VISA VALID FOR FIVE YEARS, PLEASE [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE. FOR ALL OTHER APPLICANTS, SEE PAGE 5. PLEASE ALSO BE SURE TO SUBMIT A CLEAR COPY OF YOUR BIRTH CERTIFICATE WITH THE ALTERNATE APPLICATION

**VALIDITY:** THE CONSULATE WILL ISSUE THE VISA ACCORDING TO THE DATES LISTED ON THE VISA APPLICATION.

**CONTINUED →**



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**SINGLE ENTRY:** ALLOWS TRAVELER TO ENTER AND EXIT ONE TIME FOR A STAY UP TO 30 CONSECUTIVE DAYS.

**MULTIPLE ENTRIES:** A MULTIPLE ENTRY VISA CAN BE ISSUED WITH A STAY VALID FROM 30 DAYS TO 180 DAYS (*AS LISTED ON THE VISA APPLICATION*).

**VISA EXEMPTIONS:** PLEASE [CLICK HERE](#) FOR COMPLETE LIST OF NATIONALITIES THAT ARE EXEMPTED FROM REQUIRING VISA PRIOR TO ENTRY.

**SPECIAL NOTE:** HOW LONG THE VISA WILL BE ISSUED FOR AND HOW LONG YOU WILL BE ALLOWED TO STAY IN COUNTRY IS DETERMINED ON A CASE BY CASE SITUATION AND AT THE DISCRETION OF THE VISA OFFICER.

**REVISED: 05-04-2017 (SDL)**

Visa Approval/Reference Number (if any):



CONSULATE GENERAL OF VIETNAM  
IN HOUSTON

5251 Westheimer Rd, Suite 1100  
Houston, Texas 77056  
Tel: 713-850-1233 Fax: 713-810-0159  
http://www.vietnamconsulateinhouston.org

VISA  
APPLICATION  
(FOR NON-VIETNAMESE  
PASSPORT HOLDERS)

**02 Photo**  
(2 inches x 2 inches)  
- 01 glued here  
- 01 stapled to  
this form for a  
loose-leaf visa  
request

1. Name (in block letters):

.....  
*Family name                      First name                      Middle name*

2. Date of birth:...../...../.....  
*Date / Month / Year*

3. Male:                       Female

4. Place of birth:.....

5. Nationality at birth:.....

Nationality at present:.....

6. Passport number:.....

Date of issue:.....

Date of expiry:.....

7. Profession:.....

Place of employment:.....

.....

.....

Telephone (Office):.....

8. Present mailing address: (P.O Box Not Accepted)

.....

.....

.....

.....

Telephone (Home):.....

9. Purpose of visit to Vietnam:

.....

.....

.....

*I solemnly declare that the statements made in this application are true and correct.*

Date:.....

Signature of Applicant .....

10. Name, address of your contact (sponsor, host, hotel...) in Vietnam (if any)

.....

.....

.....

.....

.....

.....

11. Proposed date of entry:

...../...../.....

*Date / Month / Year*

Proposed date of exit:

...../...../.....

*Date / Month / Year*

12. Requesting a visa good for:

• Times of entries:

- Single (one time) visit

- Multiple visits

• Length of stay:

- One month

- 03 months

- Less than 6 Months (with an approval only)

- Up to one year (with an approval only)

**Check list:** Before submitting, make sure you have included:

Original Passport (for a **visa sticker request**); or  Passport copy (front photo page, for a **loose-leaf visa request**)

Completed and signed Application with One Photo glued or stapled;

Visa Fee: Money Order (or Cashier's Check); and

Prepaid USPS Express Mail or FedEx Slip, (if you want your visa be returned by mail).