

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## **NOTICE TO TRAVELERS:**

DUE TO ONGOING HEALTH CONCERNS REGARDING THE COVID-19 SITUATION, NO VISAS WILL BE ISSUED UPON ARRIVAL FOR THOSE WISHING TO ENTER BANGLADESH.

UNTIL FURTHER NOTICE, ALL PERSONS TRAVELING TO BANGLADESH MUST SUBMIT A HEALTH CERTIFICATE FROM A CERTIFIED PHYSICIAN ENSURING NO COVID-19 INFECTION WITH ALL VISA REQUESTS.

FURTHERMORE, ALL PERSONS TRAVELING TO BANGLADESH ALREADY IN POSSESSION OF VISA MUST PRESENT A HEALTH CERTIFICATE FROM A CERTIFIED PHYSICIAN ENSURING NO COVID-19 INFECTION WHEN ENTERING INTO BANGLADESH .

THANK YOU FOR YOUR PATIENCE, AND WE WILL BE SURE TO REQUEST ANY ADDITIONAL DOCUMENTS AS QUICKLY AS POSSIBLE TO AVOID DELAYS.

Thank you,

*VIP Passport Services, Inc.*

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## 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

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## **BANGLADESH BUSINESS VISA**

*NON-U.S. PASSPORT HOLDER*

### **DOCUMENTS REQUIRED**

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

<b>VALID PASSPORT:</b>	1	<b>APPLICATION (S):</b>	1-ONLINE
<b>PASSPORT TYPE PHOTO (S):</b>	2	<b>TRAVEL ITINERARY:</b>	1-COPY
<b>COMPANY LETTER:</b>	1	<b>HOTEL CONFIRMATION:</b>	1-COPY
<b>COPY OF INVITATION:</b>	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)	<u>                    \$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>                    \$6.00</u>
OTHER FEES: _____	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

<b>RETURN SHIPPING FEES (SELECT ONE)</b>	
<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 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

<b>REGULAR PROCESS TIME:</b>	<b>10 TO 12 DAYS</b>

COMMENTS: THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED 3-17-2020 JENN

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## **BANGLADESH BUSINESS VISA** NON-U.S. PASSPORT

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

- ❖ COPY OF THE U.S. GREEN CARD
- ❖ ORIGINAL USA VISA AND I-94 (VISIT [WWW.CBP.DHS.GOV](http://WWW.CBP.DHS.GOV))

8.) **CONSULATE FEE:** [CLICK HERE](#) FOR COMPLETE LIST OF FEES BY NATIONALITY

**VALIDITY:** MULTIPLE ENTRY VISAS ARE VALID FROM 1 TO 5 YEARS AS REQUESTED IN THE COMPANY LETTER AND APPLICATION. TRAVELERS MAY STAY UP TO (3) THREE MONTHS ON EACH ENTRY. THE PROCESSING TIME, LENGTH OF STAY AND VALIDITY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE BASIS. THE CONSULATE FEES ONCE PAID ARE NON-REFUNDABLE.

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# **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 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 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 INVITATIONS MUST BE ADDRESSED TO THE BANGLADESH CONSULATE IN WASHINGTON, D.C.

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

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

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.***