

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

<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	

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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JORDAN BUSINESS 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):	1	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	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

** 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: _____

REVISED 12-13-2019 JENN

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JORDAN BUSINESS VISA NON-U.S. PASSPORT HOLDERS

THE JORDAN EMBASSY ADVISED THAT CITIZENS OF CANADA, MEXICO, AND THE EUROPEAN UNION CAN OBTAIN A VISA UPON ARRIVAL AT THE AMMAM AIRPORT FOR STAYS OF UP TO 14 DAYS. FOR ALL OTHER NATIONALITIES, A VISA MUST BE OBTAINED PRIOR TO TRAVEL.

THEY DO RECOMMEND THAT IF TIME ALLOWS, ALL TRAVELERS SHOULD HAVE THEIR VISA ISSUED PRIOR TO DEPARTURE AS TO AVOID ANY DELAYS BY HAVING THE VISA ISSUED UPON ARRIVAL.

TO OBTAIN A VISA STAMP PRIOR TO TRAVEL, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

1.) **ONE (1) VALID PASSPORT**

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- MUST HAVE AT LEAST ONE BLANK VISA PAGE

2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH**

3.) **ONE (1) COMPLETED APPLICATION FORM**

4.) **COMPANY LETTER OF GUARANTEE**

5.) **COPY OF ROUND-TRIP TRAVEL ITINERARY**

6.) **CONSULATE FEES:**

NUMBER OF ENTRIES	LENGTH OF VALIDITY	CONSULATE FEE
SINGLE	60 DAYS	\$67.50
DOUBLE	90 DAYS	\$97.50
MULTIPLE	180 DAYS	\$187.50

SPECIAL NOTE: IF YOU ARE REQUESTING RUSH PROCESS, THE APPLICANT WILL BE REQUIRED TO SHOW PROOF OF INTERNATIONAL DEPARTURE WITHIN 45 DAYS.

REVISED 12-13-2019 JENN



Embassy of the Hashemite Kingdom of Jordan
3504 International Dr. N. W.
Washington, DC. 20008

Attach Recent
Photograph
Here

Visa Application for US. & EU countries

First name:	Middle initial:	Last name:
Birth date:	Passport number:	
Birth place:	Place issued:	
Citizenship:	Date issued:	
Original nationality	Occupation:	
Street address:		
City:	State:	Zip Code #
Cell:	Phone No: (H)	Phone No: (W)
E-mail Address:		
Purpose of visit:		
Port of entry:		
Expected date of departure from the US:		
Expected date of arrival in Jordan:		

Requirements (Please provide the following):

- 1) Your Original passport which has to be valid for more than **(6)** months from the date we issue the visa, and must have a full blank page to accommodate the visa stamp.
- 2) One recent photo **(2x2)** Inch.
- 3) Payment must be paid by money order only with your name, address and phone number, payable to the Embassy of Jordan).
 - For single entry visa valid for Two months from the date of issue: (\$67.50) per passport.**
 - For double entries visa valid for Three months from the date of issue: (\$97.50) per passport.**
 - For multiple entries visa valid for Six months from the date of issue: (\$187.50) per passport.**
 - For U.S. Citizens, a multiple entry visa valid for (5) years (\$160) per passport.**
- 4) For business trips, a letter from employer stating the purpose of trip is required.
- 5) For Diplomatic or Official visas (Gratis visa) a letter of request from your department is required.
- 6) Visa processing takes approximately up to **(5)** business days.

- Enclose a self-addressed air bill and envelope must be from either the U.S. Postal Express or UPS.
Please don't use (Federal-Express) or Regular mail.
- No more than (2) passports per envelope.
- WE WILL NOT BE RESPONSIBLE FOR ANY LOSS THAT MAY OCCUR DURING PROCESSING.***
- To contact the Embassy Tel: 202 966 2861 - E-mail at: hkjconsular@jordanembassyus.org

Kindly note: (The visa fees are not refundable).

- Holders of a U.S. re-entry permit and all types of re-entry travel documents must apply for a visa prior to entering Jordan.
- Citizens of US. Canada, Mexico, and EU countries could be issued visas upon arrival at the airport in Amman-Jordan.

I certify that all the statements given by me are truthful, and I am aware of all regulations stated above.

For Official Use

Visa No: ()
Visa Type: ()
Date of issue:

Date:
Signature:

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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.