

# 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)



## 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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## **JORDAN TOURIST 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 FROM THE EXPECTED DATE OF ARRIVAL)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH**
- 3.) **ONE (1) COMPLETED APPLICATION FORM**
- 4.) **COPY OF ROUND-TRIP TRAVEL ITINERARY**
- 5.) **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 10-28-2019 JENN



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

Attach Recent  
Photograph  
Here

**Visa Application for American & EU countries**

First Name:		Middle Initial:	Last Name:
Birth date:		Passport No:	
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 Trip:			
Port of entry:			
Expected date of Departure from The US:			
Expected date of arrival in Jordan:			
<p><b>Requirements (Please submit the following):-</b></p> <ol style="list-style-type: none"> <li>1) Your Original passport which has to be valid for more than <b>(6)</b> months from the date we issue the visa And must have a full blank page to accommodate the visa stamp.</li> <li>2) Payment must be paid by money order only with your name, address and phone number, payable to the Embassy of Jordan): For <b>single</b> entry visa valid for <b>Two months</b> from the date of issue: <b>(\$67.50)</b> per passport. For <b>double</b> entries visa valid for <b>Three months</b> from the date of issue: <b>(\$97.50)</b> per passport. For <b>multiple</b> entries visa valid for <b>Six months</b> from the date of issue: <b>(\$187.50)</b> per passport. For US. citizen <b>multiple</b> entries visa valid for <b>(5) years: (\$165.00) As of Aug. 27<sup>th</sup> 2019</b> per passport.</li> <li>3) For business trips, a letter from employer stating the purpose of trip.</li> <li>4) For Diplomatic or Official visas (No Fee) a letter of request from your department.</li> <li>5) Visa processing takes approximately up to <b>(5)</b> business days for U.S. Citizens.</li> </ol> <p>- Enclose a self-addressed air bill and envelope must be from either the U.S. Postal Express or UPS. <b><i>Please don't use (Federal-Express) or Regular mail.</i></b> - No more than (2) passports per envelope. <b><i>WE WILL NOT BE RESPONSIBLE FOR ANY LOSS THAT MAY OCCUR DURING PROCESSING.</i></b> Please contact the Embassy Tel: 202 966 2861 or by Email at: <a href="mailto:hkjconsular@jordanembassyus.org">hkjconsular@jordanembassyus.org</a></p> <p><b><i>Kindly note:</i></b> <b><i>The visa fees are not refundable.</i></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Citizens of the United States, Canada, Mexico, and EU countries could be issued visas upon arrival at the airport in Amman-Jordan.</li> </ul> <p><b><i>I certify that all the statements given by me are truthful, and I am aware of all regulations stated above.</i></b></p>			
Signature:		Date:	
<p><b>For Official Use</b>          Visa No: (        )          Visa Type: (        )          Date of issue:</p>			