

# ATTENTION:

*During the situation with Covid 19 our office will temporarily be charging a \$50.00 - \$100.00 Pandemic staffing surcharge fee to cover the additional expenses when processing visa request. There will be a \$90.00 FedEx fee that will cover the to/from shipping services to the Consulate/Embassy if they will not allow walk ins.*

Once the pandemic has been brought under control and the Consulates/Embassies are back to running 100% we will be back to charging our standard fees.

Thank you,  
VIP Passport Services,  
Inc.

# 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

### ELECTRONIC REQUESTS

#### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

#### BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

#### RETURN INFORMATION

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,  
IF DIFFERENT FROM THE ONE LISTED ABOVE

EMAIL FOR RETURN OF DOCUMENT:

#### 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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## TURKEY E-VISA U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

<b>COPY OF VALID PASSPORT:</b>	1	<b>REQUEST FORM:</b>	1-COPY
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OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$125.00
CONSULATE FEE: (SEE NEXT PAGE)	\$51.50
MONEY ORDER:	\$6.00
OTHER FEES: _____	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### **RETURNING OF COMPLETED EVISA**

THE COMPLETED E-VISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED E-VISA.

**REGULAR PROCESS TIME: 3 TO 5 DAYS**

COMMENTS: **PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE E-VISA HAS BEEN APPROVED AND IN IN-HAND.**

REVISED 2-25-2020 JENN

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## TURKEY E-VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) COPY OF PASSPORT INFORMATION PAGE
- 2.) TURKEY E-VISA REQUEST FORM
- 3.) CONSULATE FEES: \$51.50

**VALIDITY**: THE VALIDITY OF THE VISA IS FOR SINGLE OR MULTIPLE ENTRIES UP TO SIX MONTHS. FOR EACH STAY, THE TRAVELER MAY STAY UP TO 90 DAYS.

**NOTE**: DATE OF TRAVEL MUST BE WITHIN THREE (3) MONTHS OF THE DATE THE E-VISA IS REQUESTED.

REVISED 2-25-2020 JENN

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

## TURKEY E-VISA REQUEST FORM

<b><u>APPLICANT INFORMATION</u></b>	
<b>FULL NAME OF APPLICANT</b>	
<b>PASSPORT NUMBER</b>	
<b>PASSPORT DATE OF ISSUE</b>	
<b>PASSPORT DATE OF EXPIRATION</b>	
<b>PASSPORT PLACE OF ISSUE</b>	
<b>GENDER</b>	
<b>MARITAL STATUS</b>	
<b>MOTHER'S FULL NAME</b>	
<b>FATHER'S FULL NAME</b>	
<b>RESIDENTIAL ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>APPLICANT EMAIL</b>	
<b><u>TRAVEL INFORMATION</u></b>	
<b>ADDRESS OF FRIEND/RELATIVE IN TURKEY, IF ANY</b>	
<b>PHONE NUMBER OF FRIEND/RELATIVE IN TURKEY, IF ANY</b>	
<b>EMAIL OF FRIEND/RELATIVE IN TURKEY, IF ANY</b>	
<b>DATE OF DEPARTURE FROM U.S.</b>	
<b>DATE OF ENTRY INTO TURKEY</b>	
<b>DATE OF EXIT FROM TURKEY</b>	