

# 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:**

**COUNTRIES LISTED BELOW ARE ELIGIBLE TO OBTAIN AN e-VISA FOR TRAVEL TO UKRAINE:**

AUSTRALIA	BAHAMAS	BAHRAIN	BARBADOS	BELIZE
BOLIVIA	BHUTAN	CAMBODIA	CHINA	COLOMBIA
COSTA RICA	DOMINICA	DOMINICAN REP.	ECUADOR	EL SALVADOR
FIJI	GRENADA	GUATEMALA	HAITI	HONDURAS
INDONESIA	JAMAICA	KIRIBATI	KUWAIT	LAOS
MALAYSIA	MALDIVES	MARSHALL ISLANDS	MAURITIUS	MEXICO
MICRONESIA	MYANMAR	NAURU	NEPAL	NEW ZEALAND
NICARAGUA	OMAN	PALAU	PERU	SAINT LUCIA
ST VINCENT & THE GRENADINES	SAMOA	SAUDI ARABIA	SEYCHELLES	SINGAPORE
SOLOMON ISLANDS	SURINAME	THAILAND	TIMOR-LESTE	TRINIDAD & TOBAGO
TUVALU	VANUATU			

**IF THE TRAVELER DOES NOT HOLD A PASSPORT FOR ONE OF THE COUNTRIES ABOVE AND/OR YOU WILL NEED A LONG-TERM VISA WITH MULTIPLE ENTRIES, PLEASE CONTACT OUR OFFICE FOR THE APPROPRIATE INSTRUCTIONS ON APPLYING FOR STANDARD VISA.**

THANK YOU,

*VIP PASSPORT SERVICE, 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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## UKRAINE E-VISA

U.S. PASSPORT HOLDER

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

- 1.) COPY OF VALID PASSPORT
  - MINIMUM OF 6 MONTHS VALIDITY
- 2.) ONE (1) COMPLETED REQUEST FORM
- 3.) ONE COLOR PASSPORT-TYPE PHOTO
  - MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND
  - CAN BE EMAILED TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS
- 4.) COPY OF VALID MEDICAL INSURANCE POLICY SHOWING MINIMUM OF €30,000 (EUROS) OF COVERAGE
- 5.) COPY OF THE TWO MOST RECENT BANK STATEMENTS
- 6.) COPY OF COMPANY LETTER (BUSINESS VISITS ONLY)
- 7.) COPY OF HOTEL CONFIRMATION (TOURIST VISITS ONLY)
- 8.) COPY OF INVITATION (WHEN AVAILABLE)
- 9.) COPY OF TRAVEL ITINERARY
- 10.) CONSULATE FEES: \$85.00

**VALIDITY:** E-VISAS ARE VALID FOR ONE ENTRY, AND FOR A STAY OF UP TO 30 DAYS. IF YOU PREFER HAVING THE VISA ISSUED ON A PAGE IN YOUR PASSPORT, PLEASE CONTACT OUR OFFICE FOR THE APPROPRIATE INSTRUCTIONS.

**SPECIAL NOTES:**

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM)) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- . IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

REVISED 4-5-2019 JENN

# EVISA REQUEST FORM

FULL NAME (AS LISTED IN PASSPORT)	
DATE OF BIRTH	
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
NATIONALITY	
PREVIOUS NATIONALITY	
NATIONALITY AT BIRTH	
HOME ADDRESS (STREET, CITY, STATE, ZIP)	
HOME PHONE NUMBER	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
MARITAL STATUS	
PRIMARY PURPOSE OF TRAVEL	
DATE OF ENTRY INTO <b>UKRAINE</b>	
DATE OF EXIT FROM <b>UKRAINE</b>	
FULL ADDRESS IN <b>UKRAINE</b>	
HAVE YOU PREVIOUSLY VISITED <b>UKRAINE</b> ?	
IF YES, DATES OF ENTRY/EXIT FOR MOST RECENT VISIT	
HAVE YOU EVER ENTERED INTO THE <b>AUTONOMOUS REPUBLIC OF CRIMEA</b> OR THE <b>CITY OF SEVASTOPOL</b> ON OR AFTER JUNE 10 <sup>TH</sup> , 2015?	
IF YES, PLEASE PROVIDE DATES OF ENTRY/EXIT	
WHO IS FINANCIALLY RESPONSIBLE FOR APPLICANT WHILE IN <b>UKRAINE</b> ?	
RELATIONSHIP TO INVITER?	
OCCUPATION?	

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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.***