



# VIP SERVICES

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: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

VISA PROCESSING AND  
LIST COUNTRIES AND

\_\_\_\_\_  
-  
\_\_\_\_\_

CONSULATE FEES:  
CONSULATE FEES:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION #: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

### **HOW DID YOU HEAR ABOUT VIP?**

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY \_\_\_\_\_ WALK-IN\_\_

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



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: SRI LANKA BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	ETA APPROVAL:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	BANK STATEMENT:	<u>N/A</u>
OTHER: <u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>			
<u> </u>			
<u> </u>			

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

### FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE:	<u>\$100.00</u>
MONEY ORDER FEE:	<u>\$6.00</u>
OTHER FEES: <u>(SEE COMMENTS BELOW)</u>	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>10 TO 15 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50		

COMMENTS: YOU WILL BE REQUIRED TO APPLY ONLINE FOR YOUR ETA APPROVAL PRIOR TO YOUR VISA APPLICATION BEING SUBMITTED (\$30.00 ONLINE FEE). IF WE RECEIVE THE DOCUMENTS WITHOUT THE ETA APPROVAL, WE WILL COMPLETE THIS ON YOUR BEHALF AND PAY THE \$30.00 ONLINE FEE (ADDITIONAL \$20.00 VIP COMPLETION FEE).

REVISED: 08-19-2013 (SDL).



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## SRI LANKA

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

IF YOU WILL BE TRAVELING TO SRI LANKA FOR A STAY OF LESS THAN THIRTY (30) DAYS, VISAS MAY BE OBTAINED EITHER UPON ARRIVAL OR IN ADVANCE PRIOR TO TRAVEL. EITHER WAY, YOU MUST FIRST OBTAIN AN ELECTRONIC TRAVEL AUTHORIZATION (ETA) PRIOR TO BEING ISSUED THE VISA. [CLICK HERE](#) TO APPLY ONLINE FOR YOUR ETA APPROVAL BEFORE TRAVELING. IF YOU WILL BE STAYING FOR MORE THAN THIRTY (30) DAYS AND/OR YOU WOULD LIKE TO OBTAIN YOUR VISA IN ADVANCE, PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

#### TOURIST VISA:

- 1.) U.S. PASSPORT (MUST HAVE AT LEAST ONE BLANK VISA PAGE AND BE VALID FOR AT LEAST 6 MONTHS FROM THE DATE THE APPLICATION HAS BEEN SUBMITTED TO THE EMBASSY)
- 2.) COPY OF ETA APPROVAL ([CLICK HERE](#) TO COMPLETE ONLINE) WHEN APPLYING ONLINE FOR YOUR ETA, YOU WILL NEED TO PAY A \$30.00 PROCESSING FEE TO THE EMBASSY OF SRI LANKA. IF WE RECEIVE THE DOCUMENTS WITHOUT A COPY OF YOUR ETA APPROVAL, WE WILL COMPLETE THIS FOR YOU, FOR AN ADDITIONAL FEE OF \$20.00. IF RECEIVED WITHOUT A COPY OF THE ETA APPROVAL, YOUR APPLICATION MAY INCUR A ONE DAY DELAY.
- 3.) TWO (2) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 4.) ONE (1) COMPLETED APPLICATION
- 5.) COPY OF TRAVEL ITINERARY
- 6.) COPY OF MOST RECENT BANK STATEMENT
- 7.) CONSULATE FEE: \$100.00

#### BUSINESS VISA:

- 1.) U.S. PASSPORT (MUST HAVE AT LEAST ONE BLANK VISA PAGE AND BE VALID FOR AT LEAST 6 MONTHS FROM THE DATE THE APPLICATION HAS BEEN SUBMITTED TO THE EMBASSY)

CONTINUED...



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- 2.) COPY OF ETA APPROVAL ([CLICK HERE](#) TO COMPLETE ONLINE) WHEN APPLYING ONLINE FOR YOUR ETA, YOU WILL NEED TO PAY A \$30.00 PROCESSING FEE TO THE EMBASSY OF SRI LANKA. IF WE RECEIVE THE DOCUMENTS WITHOUT A COPY OF YOUR ETA APPROVAL, WE WILL COMPLETE THIS FOR YOU, FOR AN ADDITIONAL FEE OF \$20.00. IF RECEIVED WITHOUT A COPY OF THE ETA APPROVAL, YOUR APPLICATION MAY INCUR A ONE DAY DELAY.
- 3.) TWO (2) PASSPORT-TYPE PHOTOGRAPH (2x2)
- 4.) ONE (1) COMPLETED APPLICATION
- 5.) COPY OF TRAVEL ITINERARY
- 6.) COMPANY LETTER OF GUARANTEE
- 7.) COPY OF THE INVITATION FROM YOUR CONTACT IN SRI LANKA
- 8.) CONSULATE FEE: \$100.00

VALIDITY: VISAS ARE VALID FOR UP TO TWELVE (12) MONTHS FROM THE DATE OF ISSUE FOR A MAXIMUM STAY OF (6) SIX MONTHS. VISAS VALID FOR LONGER THAN SIX (6) MONTHS ARE USUALLY ONLY ISSUED FOR SPECIAL CIRCUMSTANCES AT THE DISCRETION OF THE VISA OFFICER. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF ALL VISAS ARE ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER. ONCE THE ETA HAS BEEN APPROVED IT MUST BE USED WITHIN 90 DAYS FROM THE DATE OF ISSUE. THE VISA OFFICER RECOMMENDS THAT THE APPLICANT SHOULD NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

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### EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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

## APPLICATION FOR A VISIT VISA

Passport No ..... Date of Expiry .....

Date of Issue ..... Place of Issue .....

Details of previous passport held, if any .....

1. Name in Full .....  
(Surname first in block letters)

Name of Father .....

2. Nationality .....

If nationalized, date and place of nationalization and former nationality .....

3. (a) Date of Birth .....

(b) Place of Birth .....

4. Civil Status (Single, Married, Widower, Widow, Divorcee) .....

5. If married, where spouse is resident and full postal address .....

6. Applicant's Height ..... Feet ..... Inches / ..... C.M

7. Any identification Marks or Peculiarities .....

8. Applicant's Address .....

(b) during stay in Sri Lanka .....

9. Profession or Occupation .....

10. Name and Address of Employer, if any .....

11. If in business, where business is .....

12. Whether previously in Sri Lanka? If so, last place of residence and date of leaving .....

Particulars of Visa or Residence Permit last obtained:-

(a) If, Visa, give date of issue and period of validity: .....

(b) If Residence Permit, give date of issue, period of validity, permit No and purpose of issue:  
.....

13 Whether permission to visit Sri Lanka or to extend stay in Sri Lanka has been refused previously and, if so by whom and when or whether application has been made now or previously to any Sri Lanka visa office abroad? If so, full particulars and position of such application:

14. Object of present visit? .....

15. Route and mode of travel to Sri Lanka .....

16. Period for which visit visa is required .....

17. (a) Name and address of a person in Sri Lanka who can furnish information regarding applicant and security for maintenance and repatriation of the applicant, if so required. ....  
.....

(b) Name and address of a responsible person in applicant's own country who can furnish information regarding applicant: .....

18. How much money will the applicant have with him or have available for himself on arrival in Sri Lanka? .....

19. Any other reason to urge in support of application .....

I hereby declare that to the best of my knowledge and belief the forgoing statements are true, that I shall not engage myself in any employment, paid or unpaid, on arrival in Sri Lanka and that I shall leave Sri Lanka before the date of expiry of the period of my authorized stay in the Island. I also undertake to notify the Controller of Immigration & Emigration, Colombo, immediately any change of my address, while in Sri Lanka occurs.

.....  
Signature

Date: .....

- Note: (1) An application for a visa must be made at least one month before the date of intended travel.  
(2) Fee for a visit visa is charged on a reciprocal basis. Holders of diplomatic or official passports will be granted or issued visas free of charge.  
(3) An applicant must submit two copies of his photograph 4.5 x 3.5 c.m. for issue of visa.

DEPARTMENT OF IMMIGRATION AND EMIGRATION

**APPLICATION FOR VISIT VISA WITH MULTIPLE ENTRY FACILITY**

Passport no 



 Place of issue

Date of issue 































 Date of expiry

Name in full

Nationality

Occupation

Civil status Single  Married  Divorced  Widowed

Address in the country of domicile

Address in Sri Lanka

Date of last visit to Sri Lanka, If any 















 Year Duration 







 Years 







 Months

Date of expiry of visalanding /endorsement 































 Extension of visa required for 







 Months

Details of visa granted with purpose of visit.

Reasons why a visit visa with multiple entry facility is required (Please give reasons in brief)

Please give details of documents annexed in support of the application.



I, ..... with permanent residence in .....  
.....do hereby declare that the particulars given above are correct in all respects, and that  
I have not made an application for a Residence Visa earlier.

Date :

.....  
Signature of applicant