



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: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

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: AZERBAIJAN BUSINESS VISA

DOCUMENTS REQUIRED:

VALID SIGNED PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-ONLINE</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COPY OF INVITATION:	<u>SEE BELOW</u>	COMPANY LETTER:	<u>1</u>

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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>\$160.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>EMBASSY PROCESSING/OUTSOURCING FEE</u>	<u>\$20.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 20 DAYS

COMMENTS: THE EMBASSY IS ONLY OPEN ON MONDAYS, WEDNESDAYS, AND FRIDAYS. THE VISA OFFICER RECOMMENDS THAT YOU DO NOT BUY NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

REVISED: 03-21-2014 (SW)



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AZERBAIJAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MUST BE SIGNED, HAVE AT LEAST ONE BLANK VISA PAGE AND VALID FOR AT LEAST ONE MONTH BEYOND YOUR INTENDED STAY)
- 2.) (2) TWO RECENT PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE](#) TO COMPLETE THE VISA APPLICATION ONLINE-THE EMBASSY AND OR CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING THE APPLICATION (*SEE MEMO BELOW)
- 4.) AN OFFICIAL TOURIST VOUCHER FROM THE TRAVEL AGENCY OR HOTEL WHICH IS APPROVED BY THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS OF AZERBAIJAN
- 5.) COPY OF THE TRAVEL ITINERARY
- 6.) EMBASSY PROCESSING/OUTSOURCING FEE: \$20.00
- 7.) CONSULATE FEE:
\$160.00 - SINGLE ENTRY (UP TO 90 DAYS)
\$160.00 - DOUBLE ENTRY (UP TO 90 DAYS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MUST BE SIGNED, HAVE AT LEAST ONE BLANK VISA PAGE AND VALID FOR AT LEAST ONE MONTH BEYOND YOUR INTENDED STAY)
- 2.) (2) TWO RECENT PASSPORT-TYPE PHOTOGRAPHS (2X2)
- 3.) [CLICK HERE](#) TO COMPLETE THE VISA APPLICATION ONLINE-THE EMBASSY AND OR CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING THE APPLICATION (*SEE MEMO BELOW)
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) AN OFFICIAL INVITATION PROVIDED BY THE HOST, OBTAINED FROM THE CONSULAR DEPARTMENT OF THE MINISTRY OF FOREIGN AFFAIRS OF AZERBAIJAN OR A LETTER OF INVITATION FROM THE HOST COMPANY ALONG WITH A COPY OF THEIR CHARTER AND STATE REGISTRATION CERTIFICATE

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- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) EMBASSY PROCESSING/OUTSOURCING FEE: \$20.00
- 8.) CONSULATE FEE:
 - \$160.00 - SINGLE ENTRY (UP TO 90 DAYS)
 - \$160.00 - DOUBLE ENTRY (UP TO 90 DAYS)
 - \$160.00 - MULTIPLE ENTRY (UP TO 1 YEAR)

*APPLICATION COMPLETION MEMO:

A UNIQUE VALID EMAIL ADDRESS IS NEEDED FOR EACH VISA APPLICATION COMPLETED-THE "HUMANITY VALIDATION" (CAPTCHA) MAY REQUIRE MULTIPLE ATTEMPTS-PLEASE BE PATIENT AND REFRESH AS MANY TIMES AS NEEDED TO PASS THE VALIDATION. THERE IS NO CLEAR SPACE FOR A SIGNATURE, SO PLEASE BE SURE TO SIGN THE LAST PAGE OF THE APPLICATION AFTER PRINTING THE COMPLETED FORM. BE SURE TO SEND THE ORIGINAL SIGNED APPLICATION ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. USING "INTERNET EXPLORER" IS NOT RECOMMENDED FOR THIS PARTICULAR APPLICATION, AS SOME OF THE FEATURES NECESSARY TO COMPLETE THE APPLICATION ARE NOT AVAILABLE/FUNCTIONAL. WE RECOMMEND USING "MOZILLA FIREFOX" OR "GOOGLE CHROME" TO COMPLETE THE ONLINE APPLICATION FORM.

VALIDITY:

YOUR VISA WILL BE VALID FOR THE EXACT DATES AS REQUESTED ON YOUR APPLICATION AND INVITATION OR HOTEL CONFIRMATION. THE LENGTH OF STAY AND THE NUMBER OF ENTRIES ARE ISSUED AT THE DISCRETION OF THE ISSUING VISA OFFICER ON A CASE BY CASE SCENERIO.

TRAVEL RESTRICTION NOTICE:

THE EMBASSY OF THE REPUBLIC OF AZERBAIJAN ADVISES THAT THE LAWS OF THE REPUBLIC OF AZERBAIJAN PROHIBIT VISITING THE OCCUPIED TERRITORIES OF THE NAGORNO-KARABAKH REGION AND THE SEVEN ADJACENT DISTRICTS WITHOUT CONSENT OF THE AZERBAIJAN AUTHORITIES. IT IS ILLEGAL TO TRAVEL TO THESE REGIONS WITHOUT A SPECIAL PERMIT AND VISA ISSUED BY THE AUTHORITIES OF THE REPUBLIC OF AZERBAIJAN.

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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!

IMPORTANT NOTICE FOR FOREIGNERS

On 1 April 2013, the amendments adopted on March 5, 2013 to the Law of the Republic of Azerbaijan “On registration to the place of residence and sojourn” entered into force.

In according with these amendments foreigners and stateless persons, intending to stay in the Republic of Azerbaijan for more than three days, need to be registered at the State Migration Service of the Republic of Azerbaijan (www.migration.gov.az) within three days upon arrival to Azerbaijan.

Upon arrival to hotels, sanatoria, boarding houses, camping sits, tourist centers, hospitals, other public places, apartments, as well as other residential premises, owner or administration (host party) of such residential premises must send corresponding application and a copy of the passport of relevant foreigner and stateless person to the State Migration Service of the Republic of Azerbaijan within 3 days.

The application form and a copy of passport of the foreigners and stateless persons can be submitted by host party to the State Migration Service of the Republic of Azerbaijan:

- 1) in person;
- 2) by mail (through post offices);
- 3) by e-mail (qeydiyyat@migration.gov.az)

After submitting of the application form and copy of passport State Migration Service of the Republic of Azerbaijan registers foreign citizens and stateless persons in accordance with their place of sojourn and provides notice of registration to the host party in one day.

When a foreign citizen or stateless person is expected to leave his/her place of sojourn, the host party shall notify the State Migration Service in order to annul the registration of the foreign citizen or stateless person. If a foreign citizen or stateless person changes his/her place of sojourn, they must re-register at their new place of sojourn.

There is no fee for registration to the place of sojourn.