



REQUEST FOR VISA/PASSPORT PROCESSING (Transmittal)

This form is for Casto's use only, to advise us as to what service you are requesting, when you depart on your trip, and the address to which the documents should be sent. Please complete and include this form with your passport and/or Visa application and other required documents. **Please note – This is a transmittal form. This is not a Visa Application.**

DATE: _____

FULL NAME ID APPLICANT(S) and issuing country of passport (if applicable):

- 1. _____ US PASSPORT HOLDER? YES NO
- 2. _____ US PASSPORT HOLDER? YES NO
- 3. _____ US PASSPORT HOLDER? YES NO
- 4. _____ US PASSPORT HOLDER? YES NO

IF NOT A US PASSPORT HOLDER, WHICH COUNTRY? _____ Green Card? Yes No
 Other Status _____

SERVICE REQUESTED:(Check applicable items)

- New Issue US Passport Renewal US Passport Passport Amendment Additional Passport Pages
- Applying for a Second Valid (limited) Passport

VISA EXPEDITING: (List Countries)

1. _____	3. _____
2. _____	4. _____

BASIC CHECKLIST FOR OBTAINING VISAS (Note: these are not specific visa requirements for any one country)

- Be sure passport has enough blank Visa pages for each Visa requested. Visas will not be affixed to an "Amendment" page. Extra pages may have to be added first before Visas can be issued.
- Some countries require your passport to have a minimum remaining validity of least 6 months as a visa and/or an entry requirement even if you do not need a Visa. PLEASE CHECK WITH US REGARDING YOUR DESTINATION, AS YOU MAY NEED TO RENEW YOUR PASSPORT FIRST BEFORE ANY VISAS CAN BE ISSUED.
- Your passport should be signed on the signature line above the vital information page usually above the inside cover of most US passports.
- To avoid any delays in processing, all Visa photos should be a standard 2"x2" color passport photo, with full face toward the camera and plain white to slightly off white background. No I.D. badge photos or ¾ view INS photos will be accepted.

DEPARTURE DATE FROM THE US: _____
 LATEST DATE YOU WILL NEED THE PASSPORT BACK: _____
 (Service charges will be billed according to this date)
 RETURN COMPLETED DOCUMENTS TO:

Name:	_____	Company Name:	_____
Address:	_____	E-Mail:	_____
City/Zip Code:	_____	Company Contact:	_____
Telephone (H):	_____	Contact Telephone:	_____
Telephone (W):	_____	Fax:	_____

RETURN VIA: FedEx Priority Overnight FedEx Second Overnight FedEx (Saturday)

FedEx Account # _____ Casto Local Courier Surcharge will apply

PAYMENT:

Personal Check or Money Order \$ _____ (Payable to Casto Travel, Inc.)

CREDIT CARD PAYMENTS:

Visa; MC; AMEX # _____ Expires _____

Card Holders Name _____

Card Holder's Signature (Required) _____

Casto Use Only	

Casto Travel Visa Passport and Consulting Services
 900 Lafayette Street Suite 105 Santa Clara CA 95050 (408) 553-44735 FAX (408) 296-0396 Email: passport@casto.com
 Also Located at 500 Sansome Street Suite 300 San Francisco CA 94111 (408) 553-4735

DISCLAIMER: Casto Visa Passport and Consulting Services acts as a service agent only and is not liable for any negligent actions or omissions of any foreign consular office, it's embassy or the US Passport Agency, other government agencies and overnight delivery services. While we make every effort to ensure that the correct visas have been issued, it is the responsibility of the traveler to check that the visas obtained are valid for the period of intended stay in that country. Use of our services constitutes agreement to these terms. Thank you.

INSTRUCTIONS ON VISA APPLICATION TO VIETNAM 10-6-2008

1. General information

A VISA to Vietnamese can be applied for up to six months prior to the date of travel. Visa application dossier includes the following:

- The original PASSPORT.
 - one completed Visa application form
 - one 2"x2" passport-size photograph stapled or glued firmly to the application form.
 - VISA fee: Money order or Cashier's Check (Certified Check) payable to "The Consulate General of Vietnam". Please see next page for current visa fees as of 10/06/2008.
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• 2. Diplomatic and official visas

Diplomatic and official visas will be granted GRATIS unless otherwise agreed upon between Vietnam and the applicant's country.

- In addition to the documents specified above, the applicant must submit a Note verbal or an official letter from the concerned agencies of the U.S. federal government, foreign embassies or consulates accredited to the U.S., international organizations.

3. Business visas

- In addition to the documents specified in (1), applicant must obtain approval through sponsor in Vietnam. The Consulate General will issue visa(s) only upon approval by Authorities in Vietnam.

4. Processing Schedule

- Four business days are required to process visa applications. Please do not make telephone status inquiries prior to these deadline. Please remember to note down your passport number and inform the Consular section that number when you call to check visa status.
- Please forward all visa documents to:

Casto Travel Visa Passport Services

2560 North First Street Suite 150

San Jose, CA 95131

408-553-4735

VISA

1. For foreigners

- Single Entry/month: **55 USD**
- Multiple Entry/ month: **95 USD**
- Single Entry/3 months: **95 USD**
- Multiple Entry/3 months: **150 USD**
- Single Entry/6 months: **150 USD**
- Multiple Entry/ 6 month: **170 USD**
- Multiple Entry/ year: **250 USD**

- Expedite:

- Pick up visa in the next day: 20USD/1 visa extra fee
- Pick up visa at the same day: 30USD/1 visa extra fee

2. For Vietnamese

- Single Entry/3 months: **30 USD**
- Multiple Entry/ 3 month: **75 USD**
- Single Entry/6 months: **75 USD**
- Multiple Entry/ 6 month: **150 USD**

- Expedite: **20 USD/ 1 visa.**

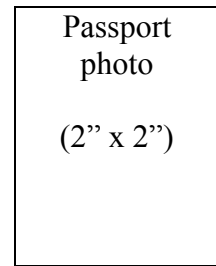
+ Correct date of entry on visa: 10 USD/visa applied for both Foreigners and Vietnamese

Visa Exemption

- Regular Fee: 7 - 10 days: **50 USD**
- Expedite:
 - 1-3 days: 70USD
 - Pick up at the same day: 100 USD
- **Visa Exemption book (applied for greencard holder): 20USD extra fee**

Consulate General of Vietnam
in San Francisco, USA
1700 California Street, Suite 430
San Francisco, CA 94109
Tel: (415) 922-1577
Fax: (415) 922-1848
www.vietnamconsulate-sf.org

**APPLICATION
FOR ENTRY AND EXIT VISA
(FOR FOREIGNERS)**



1. Name and surname (in block letters)
2. Date of birth/...../
 dd mm yy
3. Male/Female
4. Place of birth.....
5. Nationality at birth.....
Nationality at present.....
6. Passport number.....
issued by.....
Date of issue.....Date of expiry.....
7. Profession.....
Place of employment.....
Office telephone number.....
8. Present address.....
.....
Home telephone number.....
9. Purpose of visit to Vietnam.....
10. Name, address of your contact (office,
organization or individual) in Vietnam (leave it blank
if you apply for tourist visa)
.....
.....
11. Proposed date of entry into and exit from Vietnam
from/...../.....to/...../.....
 dd mm yy dd mm yy
12. Number of entries: Single..... multi.....

I solemnly declare that the statements made in this application are true and correct.

Date and place of application

Signature

Please submit the following documents:

1. One copy of application form with one passport photo
2. Original passport
3. Visa fee (Please call visa section for current fees)
4. If apply by mail, pls. enclose a prepaid self-addressed return envelope and retain one copy of the application form for enquiry about visa status

Official use only

Fax:
Date of fax:
Visa:

TỔNG LÃNH SỰ QUẢN
CỘNG HÒA XHCN VIỆT NAM
Tại San Francisco - Hoa Kỳ
1700 California Street, Suite 430
San Francisco, CA 94109
Tel: (415) 922-1577
Fax: (415) 922-1848

ĐƠN XIN NHẬP CẢNH VIỆT NAM
(Dành cho người Việt Nam định cư ở nước ngoài)

Ảnh
hộ chiếu
(4cm x 6cm)

1. Họ và tên trong hộ chiếu (viết chữ in hoa): Nam/Nữ.....
Họ và tên khai sinh (viết chữ in hoa):
2. Sinh ngày.....tháng..... năm..... tại.....
3. Chỗ ở hiện nay (không ghi địa chỉ là số P.O.BOX)
.....
.....Điện thoại số.....
4. Nghề nghiệp
5. Nơi làm việc
-Điện thoại số.....
6. Quốc tịch gốcQuốc tịch hiện nay
7. Hộ chiếu hoặc giấy tờ có giá trị thay hộ chiếu số
cấp ngày...../...../19.....có giá trị đến ngày/...../19.... Cơ quan cấp.....
8. Rời Việt Nam ngàytháng.....năm 19..... với hình thức ra đi: bằng thuyền Du học
Trước 1975 ODP HO AC Hình thức khác Nếu đi hợp pháp ghi rõ hộ chiếu (giấy phép
xuất cảnh) số..... cấp ngày.....
9. Họ và tên, địa chỉ thân nhân (cha, mẹ, vợ, chồng, con) để báo tin khi cần thiết.....
.....Điện thoại số.....
10. Mục đích nhập cảnh (ghi rõ họ tên, quan hệ, địa chỉ thân nhân tại Việt Nam hoặc tên địa chỉ cơ quan
nơi về thăm hoặc làm việc)
.....
11. Thời gian dự kiến về Việt Nam từ ngày tháng năm 19 đến ngày tháng năm...
12. Đã về Việt Nam....lần, lần gần nhất vào tháng năm bằng thị thực số do Đại sứ quán Việt Nam
tại cấp ngày tháng năm (photo copy kèm theo)
13. Cửa khẩu nhập xuất cảnhNội Bài;Tân Sơn Nhất.....
14. Trẻ em dưới 14 tuổi đi cùng:
a) Họ và tên..... sinh ngày / /19 quan hệ.....
b) Họ và tên..... sinh ngày / /19 quan hệ.....
c) Họ và tên..... sinh ngày / /19 quan hệ.....

Tôi xin cam đoan những lời khai trên đây là đúng sự thật, tôi về Việt Nam theo đúng mục đích nhập cảnh và tuân thủ luật pháp Việt Nam.

Làm tại..... ngày tháng năm

Người xin thị thực
(ký và khai rõ họ tên)

Chú ý cần nộp:

- 1 đơn
- 2 ảnh
- Hộ chiếu hoặc Reentry Permit

Casto Travel, Inc.

SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS

(Your Letterhead)

(Date)

Consulate General of _____
Address

Attention: Visa Section

Dear Sir/Madam,

This letter is to confirm that Mr./Mrs./Miss. (full name), (state position with company, as well as length of employment), will be traveling to (city, country), for the purpose of (state specific nature of business). While in (city, country), his/her principal contact will be (name, address, phone and title). The arrival date in (country name) will be _____ and the departure date from (country name) will be _____. The length of stay will be (approximate length, date to date if known). While in (country), he / she will be staying at (name and address of hotel). **IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA, PLEASE STATE REQUEST HERE. (actual granting may be at the discretion of the consulate and depends on type of passport, the reciprocal relationship between the two countries and / or the frequency of travel to that country.)**

(Your company name here) hereby guarantees sufficient funds for his/her stay, as well as, round-trip air transportation and full medical insurance coverage. Please issue the appropriate visa.

Sincerely,

(Name and Title of person **other than the applicant** who can take responsibility for the contents of this letter)