



# OUR PERSONAL GUEST

## 2005 VISA REQUIREMENT FORM

REQUIRED VISA	# OF PHOTOS	# OF FORMS	COST FOR 1 PERSON	COST FOR 2 PEOPLE
Please check (✓) requested visa(s) below:				
<input type="checkbox"/> Cambodia	2	2	\$ 62.00	\$124.00
<input type="checkbox"/> Myanmar	3	3	\$ 62.00	\$124.00
<input type="checkbox"/> Vietnam	1	1	\$107.00	\$214.00
<input type="checkbox"/> Indonesia	2	2	\$ 77.00	\$154.00
<input type="checkbox"/> China – single entry	1	1	\$ 92.00	\$184.00
<input type="checkbox"/> China – double entry	1	1	\$117.00	\$234.00

*A return shipment fee of \$17.00 or \$28.00 for the return of your passport(s) via traceable overnight shipping listed below must be added to the above cost and included with your visa order.*

**Please check (✓) the appropriate box below:**

- |  |          |
|--|----------|
| <input type="checkbox"/> For a return shipment to an address within the continental U.S.A.                                     | \$ 17.00 |
| <input type="checkbox"/> For a return shipment to an address in Alaska, Canada, Hawaii, Puerto Rico or the U.S. Virgin Islands | \$ 28.00 |

**The above requirements pertain to U.S. and Canadian passport holders only. CANADIAN PASSPORT HOLDERS:** *If you are a U.S. resident, please include a photocopy of the front and back of your U.S. Alien Registry Card (green card). If you are not a U.S. resident, please call ZVS for assistance in applying for your China and India visas through the embassy/consulates in Canada.*

**All others, please contact Zierer Visa Service for specific visa requirements for your nationality.**

Service, consular, and Federal Express shipping fees for the return of your passport(s) to an address within the continental U.S.A. are included in the costs listed above. Please include an additional \$11.00 *per order*, not per person, for Federal Express return shipments to Alaska, Canada, Hawaii, Puerto Rico, or the U.S. Virgin Islands.

**PROCESSING TIME and RUSH FEES:** Please allow a minimum of 30 calendar days for processing of your visa(s). Documents must be received by Zierer Visa Service *no later* than 30 calendar days prior to your departure date. Documents received by Zierer Visa Service *after* the 30 calendar day deadline date will be subject to the following **additional rush fees: CHINA and VIETNAM: \$35.00 per visa; CAMBODIA: \$25.00 per visa; MYANMAR and INDONESIA: \$15.00 per visa** which will be your responsibility. Applications for Myanmar visas received less than 10 business days prior to your departure may require additional rush fees and visas may not be obtainable; all other visa applications received less than one week prior to your departure may require additional rush fees and may not be obtainable. Note that embassies/consulates process visa requests in order of urgency depending upon the date of U.S. departure written on the application form. Please calculate your deadline date and include rush charges if applicable to ensure that your order will be returned before your departure. Also be aware that once processing has begun, it may not be possible to cancel processing. Cancellations are subject to a \$20.00 cancellation fee. Due to processing time deadlines, a date change fee of \$15.00 per order may be warranted if your departure date from home changes after documentation has been received by Zierer Visa Service.

**VISA REQUIREMENTS ARE CONTINUED ON REVERSE**

**ZIERER VISA SERVICE, INC.**  
1625 K Street NW, Suite 102  
Washington DC 20006-1667  
(866) 788-1100 ● FAX: (202) 265-3061

email: [tour@zvs.com](mailto:tour@zvs.com)

**ZIERER VISA SERVICE, INC.**  
703 Market Street, Suite 100  
San Francisco CA 94103-2118  
(866) 788-1100 ● FAX: (415) 495-4491

**PHOTOGRAPHS:** Photographs must be official passport-type only and approximately 2" x 2" with a clear background. Either black and white, color, glossy or matte finish photographs are acceptable. These photographs must be sufficiently recent to be a good likeness and need not be signed. Machine or home photographs are not acceptable.

**PASSPORTS:** Passports must be valid for at least six months beyond the completion of your trip. Zierer Visa Service can assist with the renewal of U.S. passports. Please contact Zierer Visa Service for details.

**PAYMENT:** Checks and money orders can be accepted ONLY if they are payable in U.S. dollars AND drawn on a bank in the U.S. or Canada. International money orders must be in the form of U.S. dollars. Visa, MasterCard, American Express, Diner's Club and JCB credit card payments are acceptable.

**PLEASE SEND THE FOLLOWING DOCUMENTATION TO ZVS VIA TRACEABLE OVERNIGHT SHIPPING SERVICE:**

- Send your passport(s) signed and valid for at least 6 months beyond the completion of your trip  
**(Please retain a copy for your records.)**
- The appropriate number of visa application forms (include two visa applications and one Report of Arrival form for Myanmar applications.)
- The appropriate number of official passport-type photographs
- Check payable to ZIERER VISA SERVICE (or credit card information written below) for fees as listed on reverse
- **This entire Visa Requirement Form with information completed below must be returned with your visa order.** (If the information requested below is left blank or completed incorrectly, your visa processing may be delayed.)

*Consular fees set by foreign government offices are subject to change without advance notice.*

*Zierer Visa Service, Inc. will make every effort to secure the visa or visas you require for your trip, and for the dates requested. However, it is important that when we return your passport and documents to you, that you verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for the appropriate time you are abroad. By engaging Zierer Visa Service, Inc. you agree that the sole remedy against Zierer Visa Service, Inc. for damages in connection with the failure to obtain a requested visa or visas shall be the return of the service fee charged.*

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**Date documents must be back in your possession:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Tour departure date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Please print street address with suite/apt. # (no PO Boxes) for Zierer to return your passport(s) via Federal Express. All deliveries require a signature for receipt. Additional Federal Express fees incurred for change of address requested by the customer after documents have been shipped will be charged back to the customer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Above address is:  Home  Business  Travel Agency

Primary traveler's home address (if different than above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Travel Agency name (if applicable): \_\_\_\_\_

Travel Agency phone (if applicable): \_\_\_\_\_

Please print name EXACTLY as it appears on the passport.

Name: \_\_\_\_\_

Passport number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Place of issue: \_\_\_\_\_

Name: \_\_\_\_\_

Passport number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Place of issue: \_\_\_\_\_

Traveler's home phone: \_\_\_\_\_

Traveler's business phone: \_\_\_\_\_

Traveler's fax: \_\_\_\_\_

Traveler's email: \_\_\_\_\_

Credit card VISA MC AMEX Diner's Club JCB  
(circle one):

Credit card#: \_\_\_\_\_

Name on card: \_\_\_\_\_

Expiration date: \_\_\_\_\_ 3 Digit V Code: \_\_\_\_\_

Signature: \_\_\_\_\_