

# DOCUMENT PREPARATION SERVICE - VIETNAM

Account Code: 50000

CIBTvisas provides an optional service to assist travelers with the Vietnam visa application: our secure Document Preparation Service. The fee for this optional service is \$80.00 and is in addition to the applicable consular and processing fees. It's easy:

1. Type or clearly write answers to all fields on the optional Vietnam Document Preparation Service request. Then save the file or scan and save the file to your computer. Also, scan a copy of your passport information page.
2. Submit the saved files (this form and your passport information page) to us by uploading them securely at <https://cibtvisas.com/upload-forms?service=docprep>. We'll complete the visa application on your behalf in 24 hours or fewer, excluding Saturday or Sunday and contact you if any information is missing or incomplete.
3. We will send you the completed official Vietnam visa application via encrypted email with instructions on how to decrypt the file.
4. Print, inspect and sign the completed official Vietnam visa application and send it to us with the rest of your application materials to the office address listed on your visa application checklist.

Questions about this service can be answered by CIBTvisas Customer Care at 800-406-1523. Do not send the other application materials until you have printed, inspected and signed your official Vietnam visa application form from CIBTvisas. This is not the official visa application. It is an optional service.

## VISA PURPOSE

PURPOSE OF VISIT

NAME OF COMPANY YOU WILL VISIT

If on Business

## PERSONAL INFORMATION

LAST NAME

Exactly as it appears on your passport

FIRST NAME(S)

Exactly as it appears on your passport

GENDER

male  female

DATE OF BIRTH

dd/mm/yy

PLACE OF BIRTH

City, Province/State

NATIONALITY AT BIRTH

PRESENT NATIONALITY

RELIGION

Baha'i Faith  Buddhism  Cao Dai  Christian  Hao Hao  Islamic  Protestant

Other

## EMPLOYMENT INFORMATION

OCCUPATION

Businessman  State/Government Official  Student  Other

EMPLOYER NAME

## CONTACT INFORMATION

STREET ADDRESS

HOUSE NUMBER

CITY

POST CODE

PHONE NUMBER

EMAIL ADDRESS

## PASSPORT INFORMATION

PASSPORT NUMBER

PASSPORT TYPE

Ordinary  Diplomatic  Official/Service  Other

ISSUED BY

DATE OF ISSUE

mm/dd/yyyy

DATE OF EXPIRY

mm/dd/yyyy

## TRAVEL PLANS & VISA DETAILS

DATE OF ENTRY

mm/dd/yyyy

VISA VALIDITY

30 Days  3 Months

NUMBER OF ENTRIES

Single  Multiple

HAVE YOU EVER VISITED VIETNAM?

No  Yes, enter last entry date

ADDRESS IN VIETNAM

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SPONSOR INFORMATION

TYPE OF SPONSOR

Person  Organization

RELATIONSHIP

PHONE NUMBER

ADDRESS

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EMERGENCY CONTACT

NAME

PHONE NUMBER

EMAIL

ADDRESS

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PAYMENT DETAILS

CIBTvisas does not accept payment by check or cash

NAME ON CARD

CARD NUMBER

EXPIRATION DATE

BILLING REFERENCE

SIGNATURE

By signing above, you agree to abide by our Terms and Conditions as outlined at <https://cibtvisas.com/terms-of-use>.

Have you completed all the questions? Incomplete visa questionnaires cannot be processed and will be returned for additional information. This could delay the processing of your request.