

TEXAS TOWER

PASSPORT AND VISA SERVICES

2020 Montrose Blvd, Suite 400

<http://www.texastower.net>

Phone (713) 874-1420

Houston, Texas 77006

Fax (713) 874-1245

Kazakhstan

BUSINESS:

1. Valid, Signed US Passport, with at least six (6) months remaining validity, with at least three (3) blank visa pages.
2. One (1) visa application form, signed by applicant
3. One (1) recent passport size photograph.
4. Business cover letter from the company in the USA and Kazakhstan
5. Copy of airline tickets or travel itinerary showing confirmed reservations.
6. Hotel confirmation.

TOURIST:

1. Valid, Signed US Passport, with at least six (6) months remaining validity, with at least three (3) blank visa pages.
2. One (1) visa application form signed by applicant.
3. One (1) recent passport size photo.
4. Copy of airline tickets or travel itinerary showing confirmed reservations.
5. Hotel confirmation.

CONSULATE FEES:

Single entry tourist:	\$120.00
Double entry tourist:	\$180.00
Single entry business:	\$180.00
Double entry business:	\$210.00
1yr. multi entry business:	\$300.00

Processing time: 3-5 business days.

04/21/11

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Instructions for sending your Kazakhstan Visa to Texas Tower

1. Gather the requirements listed above.
2. Fill out the form below.
3. Federal Express your requirements, order form (below) and payment to:

Texas Tower Passport and Visa Services
2020 Montrose Blvd, Suite 400
Houston, Texas 77006
713-874-1420

Name(s): _____

Address to return passport(s): _____

Have Fedex deliver without a signature? City: _____ State: _____
Yes No

Zip Code: _____

Phone numbers: (w) _____ (h) _____

Email address: _____

Date of Departure: _____

Costs

All fees below include consulate fee, TTPVS service fee and return delivery by Federal Express:

Single entry tourist:	\$301.00
Double entry tourist:	\$361.00
Single entry business:	\$361.00
Double entry business:	\$391.00
1yr. multi entry business:	\$481.00

Send one check for the amount above or fill out your credit card number below.

Credit card number: _____ expires: _____

Signature: _____

BUSINESS COVER LETTER
(Company letter of Guarantee)
SAMPLE ONLY
FOR BUSINESS VISAS ONLY

The following letter is to be typed onto your company letterhead

Date _____

Consulate of _____(Country Name)_

Dear Sirs

This letter is to introduce _____(Applicant's Name)_____, the _____(Position)_____ with
(Company name)_____.

_____(Applicant's name)_____ wishes to visit your country from _____(Proposed date of entry)_____ to
_____(Proposed date of exit)_____ in order to _____(Exact purpose of trip)_____.

While in your country, he/she will be contacting _____(Contact Persons Name)_____,
_____(Company Name and Company Street Address)_____.

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We are requesting a _____(Business) (Type of Visa)_____ visa to be issued for at least
_____(days/weeks/months)_____. We are requesting a _____(Single/Double/Multiple)_____ entry visa be
issued. _____(Company Name)_____ hereby guarantees the expenses of this trip including return
airfare to the United States.

Sincerely

(Authorized Signer other than the Applicant)

(Title)

*Note: No address is necessary, and an incorrect consulate or embassy address can delay processing