



Always and Forever Adoption Homeland Tours

Visa Service Request Form

Please fill out this form completely and legibly. Return it to us along with *Visa Application Form*, all other required items and payment via traceable mailing. Use one Service Request Form per family.

Information About the Applicant(s):

Name(s) as shown in passport:	Shipping Address:
1.	Street:
2.	City:
3.	State/Zip:
4.	Country: USA
Phone (day):	Fax:
Phone (evening):	E-mail:

Document Checklist -- Please return this Service Request Form along with the following:

- Visa Application Form.** Please print the form double-sided. It must be completely and legibly filled out with your original signature. Use one Visa Application Form per traveler. If you are going to China on an adoption homeland tour or to adopt a child, the purpose of your trip is **tourism**. If you are applying for a tourist visa, you do **not** need to fill in the information about the inviter in China. If you are applying for a work visa or a study visa, or if someone else traveling with you shares the same passport with you, or if you are making this visa application in the U.S.A. but not an American citizen, the **Supplementary Visa Application Form** is also required.
- A passport photo per traveler.** Front-face, 2X2, in color with light background. Do **not** cut it to fit the small box.
- Current passport of each traveler.** Each passport must be signed by the holder. Parents may sign on behalf of their minor children. It must have at least 6 months of validity remaining from the end of your trip if you are applying for a single or double entry visa. It must have at least 1 year of validity or longer remaining if you are applying for a one-year, multiple entry visa. The passport must have at least one blank visa page in it.
- Letter of profession waiver.** If you are applying for a tourist visa and your current occupation (Question 1.14) is (or appears to be) related to media (journalism, TV, film, radio, press, video, photography, writing, editing, etc.), religious organization (clergy, pastor, etc.), or legal field (attorney, etc.), please attach a signed letter stating that your trip to China will be purely for tourism and won't involve your job or profession and that you will not perform any action that is inconsistent with being a tourist on this trip.
- An applicant who was born in China** is required to submit his /her original Chinese passport **or** evidence of a previously issued Chinese visa.
- Other additional required documents** may be required if 1) you are applying for a multiple entry visa, 2) you are applying for a non-tourist visa (i.e. business, work, study, etc.), 3) you are a child of Chinese decent who was born in the USA, or 4) you are not an American citizen but live in the U.S.A. Please contact us for more information.
- Visa Processing Fee:** Please refer to the fee schedule on the back of this form.
- Return shipping and handling fee: \$20.00 per packet** Please add a shipping and handling fee of \$20.00 for returning the passports with visas to you via FedEx express saver delivery. Additional fee is required if you need faster delivery. Or, you may provide your own self addressed prepaid FedEx mailer in lieu of the shipping this fee.

Acknowledgement and Signature:

I (We), the applicant(s) agrees not to hold Always and Forever Adoption Homeland Tours, China Passion Cultural Services, Inc. or any of its agents and representatives responsible and liable if the Chinese Embassy/Consulates refuses to issue a visa for any reason and for loss of documents caused by events beyond the company's control.

Signatures of Applicants:

Date:

- 1.
- 2.
- 3.
- 4.

Always and Forever Adoption Homeland Tours
8624 NE Glisan Street, Portland, OR 97220

Phone: (503)255-2623 ◆ Fax: (503)255-0129 ◆ info@alwaysforever.us

Visa Processing Fee per Person (Consulate's Visa Fee + Visa Agent's Service Fee)

Fee schedule for U.S. Citizens	Regular Processing (4-5 business days plus mailing time)	Expedited Processing (2-3 business days plus mailing time)	Rush Processing (1 business day plus mailing time)
Single, Double or Multiple Entry	\$140.00+\$35.00= \$175.00	\$160.00+\$50.00= \$210.00	\$170.00+\$60.00= \$230.00

Fee schedule for Non-U.S. Citizens	Regular Processing (4-5 business days plus mailing time)	Expedited Processing (2-3 business days plus mailing time)	Rush Processing (1 business day plus mailing time)
Single Entry	\$30.00+\$35.00= \$65.00	\$50.00+\$50.00= \$100.00	\$60.00+\$60.00= \$120.00
Double Entry	\$45.00+\$35.00= \$80.00	\$65.00+\$50.00= \$115.00	\$75.00+\$60.00= \$135.00
6-Month Multiple Entry	\$60.00+\$35.00= \$95.00	\$80.00+\$50.00= \$130.00	\$90.00+\$60.00= \$150.00
1-Year Multiple Entry	\$90.00+\$35.00= \$125.00	\$110.00+\$50.00= \$160.00	\$120.00+\$60.00= \$180.00

- All of the above fees are in U.S. dollars and are subject to change without notice.
- We offer 10% off the above **Visa Agent's Service Fee** for groups of 5-9 visas and 15% off for groups of 10 or more visas. There is no group discount on the Consulate's Visa Fee.
- Per requirement by the Chinese Embassy/Consulates, the **one-day rush processing** service is for death in the family, illness or other emergency only. Proof of emergency may be required.
- Please make check payable to **Always and Forever Adoption Homeland Tours**.

Additional Information from the Chinese Embassy/Consulates Regarding Visa Issuance

- Usually, the validity of a **Single Entry** visa is **3 months** and the validity of a **Double Entry** visa is **6 months** from the date of issuance. Unless specified on the application form and approved by the consular officer, the **Duration of Stay** is usually **30 days**.
- The Validity, Duration of Stay, and Number of Entries of the visa are issued at the discretion of the Consular Officers, whose decisions are based on the laws and regulations of China. The Consular Officers have the authority to refuse any visa applications inconsistent with Chinese laws and regulations, or revoke issued visas.
- Any person suffering from mental disorder, leprosy, AIDS, venereal diseases, contagious tuberculosis or other such infectious diseases, or any person with criminal records may not be permitted to enter China.
- To use our visa service, the applicant agrees not to hold Always and Forever Adoption Homeland Tours, China Passion Cultural Services or any of our agents and representatives responsible and liable if the Chinese Embassy/Consulates refuses to issue a visa for any reason.
- To use our visa service, the applicant agrees not to hold Always and Forever Adoption Homeland Tours, China Passion Cultural Services or any of our agents and representatives responsible and liable for loss of documents caused by events beyond our control.
- Please send your completed forms along with all other required items via traceable mailing (**never use regular mail**) to:

Always and Forever Adoption Homeland Tours

Attn: Visa Service
8624 NE Glisan Street
Portland, OR 97220