



1625 K Street NW Suite 750 Washington DC 20006  
 Tel: 888 838 4867 ♦ Email: [AHIT@PinnacleTDS.com](mailto:AHIT@PinnacleTDS.com)

Visa requirements shown below are for U.S. CITIZENS ONLY. Nationals of all other countries please contact Pinnacle TDS directly for specific requirements associated with your itinerary.



**Jewels of Vietnam & Cambodia**  
 September 19 – October 4, 2017

Visa(s) Req'd	# Forms	# Photos	Cost 1 – Persons - 2		Application Deadline	Expedite Fee Per Person
Vietnam	1	1	\$334.00	\$638.00	August 9, 2017 (or 40 days prior to your departure)	\$110.00
Cambodia	1	1				

**Please be careful when filling out your forms. Visas for Vietnam are issued for specific date of entry based on the information on your visa application.  
 Please use the enclosed sample information verbatim and substitute your personal information.**

Fees shown above include all necessary consular and service fees as well as the cost to return your passport(s) via FedEx within the continental U.S. (Please add \$30.00 to cover extra shipping costs for addresses in Alaska, Hawaii, or Canada.) We strongly suggest that you send your documents to us via FedEx or some other form of traceable overnight courier service.

Please enclose your actual passport along with two (2) photographs and one (1) completed visa application form each for Vietnam and Cambodia. Please also enclose two (2) clear photocopies of the vital information page of your passport and a copy of your paid flight and/or tour itinerary. **Note that your Vietnam visa application must be completed online at the link shown herein.** Photographs should be recently shot passport-type photos with a clear background approximately 2" x 2" in dimension. (Note that machine or home photographs are not acceptable and photographs must be different than those in your current passport.) Your passport must be valid for a minimum of six (6) months beyond the completion of your international travel and must have at least four (4) blank unused pages available, not including those reserved for amendments and endorsements at the back of your passport. Contact PTDS directly for assistance with the renewal of your U.S. passport, as this can easily be done at the same time you apply for your visas.

**Applications must be received in our offices no fewer than 40 days prior to your departure from your shipping address, or by August 9, 2017, whichever is soonest. (Please do not send your documents more than 90 days prior to departure due to the short validity of your visas.) Documents received after the deadline will be subject to the per person expediting fee shown above.** Special requests for passports to be expedited due to other travel plans prior to your tour departure may also require expediting fees. Please contact PTDS directly regarding any special processing needs or before submitting documents you expect may be received substantially after the deadline as there may be special requirements and/or additional fees to process your request. It may not be possible to cancel processing of your applications once they have been submitted.

Please note that consular fees, shipping fees and application requirements are subject to change without notice.  
 Check or credit card payment accepted. Credit card payment subject to 3.5% surcharge.



**PLEASE BE CERTAIN TO RETURN THE FOLLOWING TO:**  
**Pinnacle Travel Document Systems**  
**1625 K Street NW Suite 750**  
**Washington DC 20006**



- ◆ Your actual passport (Please be certain your passport is signed and keep a copy for your records.)
- ◆ Two (2) photocopies of the vital information page of your passport
- ◆ This completed form
- ◆ One (1) visa application form *per person* completed online for Vietnam
- ◆ One (1) completed visa application form *per person* for Cambodia
- ◆ One (1) copy of your paid flight and/or tour itinerary
- ◆ Two (2) passport-type photographs *per person* (Please leave loose, PTDS will affix)
- ◆ Credit or debit card authorization below

**PLEASE PRINT CLEARLY**

**Full Name (1):** \_\_\_\_\_ **Full Name (2):** \_\_\_\_\_

**Passport #:** \_\_\_\_\_ **Exp:**     /    /     **Passport #:** \_\_\_\_\_ **Exp:**     /    /    

**Home** \_\_\_\_\_ **Home Tel:** \_\_\_\_\_

**Mailing** \_\_\_\_\_ **Work Tel:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Date of Departure from Home:**     /    /      
(FedEx cannot deliver to PO boxes) Month Day Year

**Address** \_\_\_\_\_ **Tour Name: Jewels of Vietnam & Cambodia**

**For the** \_\_\_\_\_ **Date of Tour:** 09 / 19 / 17  
Month Day Year

**Return of** \_\_\_\_\_ **Date of Entry to Vietnam:** \_\_\_\_\_

**Passport:** \_\_\_\_\_ **Special Instructions:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Please indicate below if there are known periods prior to your tour during which you will need your passport for another international trip or when you will not be available to sign for the return of your passport.**

I will need my passport(s) for other international travel from     /    /     to     /    /      
Month Day Year Month Day Year

I will not be at my home and/or return shipping address from     /    /     to     /    /      
Month Day Year Month Day Year

**CREDIT CARD AUTHORIZATION:** AMEX / VISA / MC (please circle one)

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Card #: \_\_\_\_\_ CID# \_\_\_\_\_ Expires:     /    /     Amount US\$ \_\_\_\_\_  
Mo Yr

FOR OFFICE USE ONLY

**AHI JOVC 0919-17 (VIET-SNGL75/CAMBX75)79 FX30 334/638 4PGS VAL 6 MTHS 3.5%**

**DL 08/09/17 110.00**

**TE CAMB 26 JUNE 2017 ENTER CAMB 26 SEPT 2017**

**TE VIETNAM 90 DAYS ENTER VIETNAM (SEE ABOVE)**

## **ONLINE ORDER COMPLETION & AUTOMATED UPDATES:**

If you have not already done so please complete your order online. This will allow you to create an inbound FedEx shipping label to securely send your documents to us and pay all required fees online. This will also allow you to receive automated email updates regarding the progress of your documents. Please locate and click on the name or number of your specific program at the link below to complete your order.

[www.PinnacleTDS.com/Ahi](http://www.PinnacleTDS.com/Ahi)

## **IMPORTANT NOTICE - PASSPORT PAGES & VALIDITY:**

You must have at least four (4) blank unused pages available in your passport for visas and entry/exit stamps. In addition, your passport must be valid for six (6) months beyond the completion of your international travel. If you are a U.S. citizen and do not have the adequate number of pages or validity you will need to renew your passport since the U. S. Passport Agency will no longer add pages. Pinnacle Travel Document Systems can easily assist you with this at the same time your visas are being processed. The total additional fees for this service (including U.S. government expediting fee) is \$274.00 for passport renewals and second passports. We can also assist you with expediting first time passport applications.

You will need to complete an application form and a letter of authorization for PTDS and must send your actual passport to us. Specific requirements and the necessary forms are available for download from our Internet site:

Passport Renewals  
First Time Passports  
Second Passports  
[www.Traveldocs.com/PTDSPassports](http://www.Traveldocs.com/PTDSPassports)

You may also contact us at [Ahi@PinnacleTDS.com](mailto:Ahi@PinnacleTDS.com) or 888-838-4867 and we will send you an instruction kit.

# APPLICATION COMPLETION SERVICE

We will complete your online visa application(s) for you as an optional service if you are not able to or simply prefer not to go through the online process on your own.

You must still provide all the necessary personal information in order for us to be able to provide this service. A hand written manual version of the visa application(s) must be completed and returned to us before you actually send in your passport and other required documents for visa processing.

Once we have received your completed manual visa application form(s) we will execute the online form on your behalf and return it to you within 2 working days. You will then need to sign this form and include it with your passport, photographs and other documents being sent to us for processing of your visa(s).

Please note that this service is separate from the actual processing of your visa(s) and you must wait to receive and then sign the completed online version of the visa application form(s) from us before you physically ship your documents to us for visa processing.

The fee for this service is \$75.00 per application, per person payable via credit card at the time you send the manual version of the application(s) to us and is in addition to the visa processing fees quoted.

If you would like to take advantage of this service please call us at 888-838-4867 or email us at [applications@pinnacletds.com](mailto:applications@pinnacletds.com) to request a manual version of the visa application form(s) be sent to you.

# **Online Visa Application Form for Vietnam**

**IMPORTANT TO READ ALL INFORMATION BELOW BEFORE YOU COMPLETE YOUR ONLINE APPLICATION.**

<http://visa.mofa.gov.vn/layouts/registration/ApplicationForm.aspx>

**Please click on or carefully type the link exactly as shown above directly into your web browser address window and NOT into your search engine, e.g. Google or Yahoo otherwise you will not reach the application. If you are using a MAC please note that the Safari web browser may not be fully compatible with the online visa application process so you may need to use the Chrome web browser instead.**

**Refer to the Data App Sample included herein for information regarding dates and contacts for your sponsoring organization in Vietnam.**

**PLEASE COMPLETE YOUR APPLICATION CAREFULLY. YOUR VISA WILL BE ISSUED BASED ON THE INFORMATION YOU PROVIDE.**

**Please use all sample information verbatim and substitute your personal information.**

**Please be aware that the above link can sometimes be unavailable or not functioning properly. Please be patient and try again if you experience difficulties with this process.**

# Vietnam Visa Application – Sample Data Input

Purpose of Entry: **Tourism**  
Place of Visa Submission: **Vietnam Embassy in the United States of America**  
Place of Visa Collection: **Vietnam Embassy in the United States of America**  
Photo Option: **Please DO NOT upload photo.**  
Family Name: **Doe**  
Middle Name: **Bonham**  
First Name: **Jonathan**  
Name as in Passport: **Jonathan Bonham Doe**  
Gender: **Male**  
Date of Birth (dd/mm/yyyy): **13/03/1961**  
Place of Birth: **USA**  
Nationality at Birth: **USA**  
Nationality at Present: **USA**  
Occupation: **Businessperson**  
Religion: **Christian**  
Workplace: **ABC International**  
Current Address: **1234 Main Street Anywhere, USA**  
Telephone Number: **987 654 3210**  
Email: **Jdoe@Anywhere.com**

**Passport & Visa Information**  
Passport Number: **9876543210**  
Passport Type: **Ordinary**  
Issued By: **USA**  
Date of Issue (ddmmyyyy): **02/19/2010**  
Date of Expiry: **02/18/2020**  
Proposed Entry Date(ddmmyyy): **Per Your Itinerary (Complete carefully. Visa issued based on this info. All dates in European format.)**  
Visa Validity: **1 Month**  
Proposed Exit Date: **This date will automatically set when you input the entry date**  
Number of Entries: **Single Entry**  
Proposed Address in Vietnam: **Park Hyatt Saigon**  
Have you ever been to Vietnam: **No (If yes please give details of previous travel to Vietnam)**  
Person or Organization: **Please click on "Organization"**  
Name: **Indochina Partner Travel**  
Address: **No. 2A Street 228, Sangkat Chaktomuk, Khan Daun Penh Phnom Penh, Cambodia**  
Telephone: **855 23 214 425 214 426**

**Emergency Contact Information:** This information is not required. Submit at your discretion.

**Please do not forget to sign and date your application and send it with all other documents to:**

**Pinnacle Travel Document Systems  
1625 K Street NW Suite 750  
Washington DC, 20006**

**Please use sample information verbatim and substitute your personal information.**



MINISTRY OF FOREIGN AFFAIRS  
SOCIALIST REPUBLIC OF VIET NAM



0001114033000071

VISA APPLICATION FORM

Photo

<http://www.lanhsuvietnam.gov.vn>

(To be submitted at Vietnamese  
Consular Authorities)

1. Full name: **JOHNATHAN BONHAM DOE**

*Tên đầy đủ*

2. Date of birth: **13/03/1961**

*Ngày sinh (DD/MM/YYYY)*

3. Place of birth: **USA**

*Nơi sinh*

4. Gender: **Male**

*Giới tính*

5. Nationality: **USA**

*Quốc tịch*

6. Contact information:

*Thông tin liên hệ*

Address: **1234 MAIN STREET**

*Địa chỉ*

Telephone: **987 654 4321**

*Điện thoại*

Email: **JDOE@ANYWHERE.COM**

7. Sponsor information:

*Thông tin cơ quan/ cá nhân mời đón*

Name: **IPT**

*Tên*

Telephone: **855 23 214 425**

*Điện thoại*

8. Passport number: **9876543210**

*Số hộ chiếu*

Date of expiry: **01/03/2020**

*Ngày hết hạn hộ chiếu (DD/MM/YYYY)*

9. Number of entries: **SINGLE**

*Số lần nhập cảnh*

10. Proposed date of entry: **Per Your Itinerary**

*Ngày dự kiến nhập cảnh (DD/MM/YYYY)*

11. Proposed date of exit: **DATE WILL AUTO SET**

*Ngày dự kiến xuất cảnh (DD/MM/YYYY)*

12. Place of visa submission:

*Nơi nộp hồ sơ*

**Viet Nam Embassy in the United States of America**

13. Place of visa collection:

*Nơi nhận thị thực*

**Viet Nam Embassy in the United States of America**

14. Purpose of entry: **Tourism**

*Mục đích nhập cảnh*



**Checklist: Before submitting, make sure you have included:**

- Application form (1 photo glued or stapled)  
 Passport  
 Visa Approval/Reference Number (if any)

(\*) For Visa Fee and other requirements, please contact a Vietnamese Consular Authority where you would like to collect your visa.

*The statements made in this application are the best of my knowledge and duly liable by the laws.*

*Tôi xin chịu trách nhiệm trước pháp luật những lời khai trên.*

Date/ Ngày: **25/07/2015**

Signature/ Ký:

PLEASE DO NOT FORGET TO DATE AND SIGN YOUR APPLICATION.



KINGDOM OF CAMBODIA

Nation Religion King

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VISA APPLICATION FORM

LEAVE PHOTO LOOSE PTDS WILL AFFIX.



ROYAL EMBASSY OF CAMBODIA IN : Washington D.C.

Please submit 1 copy with 1 photo and your passport

Form with fields for Surname, Present occupation, First name, Sex, Date of birth, Place of residence, etc.

For official use

ថ្ងៃផ្តល់... ទិដ្ឋាការលេខ... លេខសំគាល់... ប្រភេទ... ថ្ងៃ... ខែ... ឆ្នាំ... ហត្ថលេខាបន្តិចធុនបណ្ឌិតកិច្ចការក្នុងស្រុក

I hereby declare that the information on this form is true and correct

Place, (Date).....

(Signature of the applicant)

PLEASE DO NOT FORGET TO DATE AND SIGN YOUR VISA APPLICATION





KINGDOM OF CAMBODIA

Nation Religion King

នរោត្តម រាជ្យ សីហនុ

VISA APPLICATION FORM



ROYAL EMBASSY OF CAMBODIA
IN : Washington D.C.

Please submit 1 copy with 1 photo and your passport

Form with fields for Surname, First name, Sex, Date of birth, Place of birth, Birth nationality, Present nationality, Passport validity, Date of entry, Date of departure, Point of entry, Means of Transportation, Address during the visit, Passport No., Place of issue, Date of issue, Date of Expiration, Purpose of visit, Point of exit, Means of Transportation, Organization, Persons to be visited, First trip to Cambodia, Traveling on group tour, Children under 12 years, Relatives in the Kingdom of Cambodia.

For official use

I hereby declare that the information on this form is true and correct

ថ្ងៃផ្តល់
ទិដ្ឋាការលេខ
លេខសំគាល់
ប្រភេទ
ថ្ងៃ ខែ ឆ្នាំ
ហត្ថលេខាប្រតិបត្តិការក្នុងស្ថានភាព

Place, (Date)

(Signature of the applicant)