



NOTE:

- ☺ Applications without a visa authorization number will be forwarded to the Ministry of Foreign Affairs of the Islamic Republic of Iran for further consideration. This procedure requires at least 25 days. The Ministry of Foreign Affairs is only issuing pre-authorization to tourist visitors who have booked their hotels through an Iranian tour operator and utilize a number of ground services such as transfers, transportation, and guides.
- ☺ **U.S. Vital Documents** can assist with obtaining [U.S. Passports](#), whether new issue, renewal, or obtaining additional visa pages for a valid passport.
- ☺ Special requirements exist for U.S. **Official and Diplomatic** passport holders.

To apply for a Tourist Visa

Please submit the following items:

- ☺ Signed passport with at least 6 months remaining validity from your planned date of entry and at least one blank visa page
- ☺ 2 [Application Forms](#), for Iranian visa completely filled out and signed
- ☺ 3 recent color passport size photographs, all female applicants age 9 or older need to cover their hair.
- ☺ Completed [U.S. Vital Documents Order Form](#)
- ☺ Visa authorization number must be presented at time of processing.
- ☺ Female visitors traveling alone are required to be accompanied by an individual guide.
- ☺ Copy of airline tickets or itinerary showing exit or onward travel from Iran.

To apply for a Business Visa

The following items must be submitted:

- ☺ Submit your U.S. Passport (must be valid for six months beyond intended stay)
- ☺ 2 Visa [Application Forms](#), fully completed and signed
- ☺ 3 recent color passport size photographs, all female applicants age 9 or older need to cover their hair.
- ☺ Visa authorization number must be presented at time of processing.
- ☺ Female visitors traveling alone are required to be accompanied by an individual guide.
- ☺ Copy of airline tickets or itinerary showing exit or onward travel from Iran.
- ☺ **A business letter from your company containing the following:**

- Reason for travel
- Duration of stay (specific dates)
- Name and address of business contact in Iran
- Name and address of host or hotel (if applicable)
- Statement of financial responsibility for visa applicant

Authorization for Visa:

- In order for U.S. Vital Documents to assist with obtaining an authorization from Iran, the following information must be submitted
- A clear copy of the applicant's passport.
- The applicant's Father's Name.
- The applicant's occupation.
- Dates of arrival into Iran & date of departure from Iran
- If applicant has traveled to Iran before, previous dates of travel must be provided
- Travel plans while in Iran
- Copy of airline tickets or flight itinerary showing travel into and out of Iran.

Fees:

U.S. Vital Documents Service Fee:
\$50.00 per visa

Consular Fee:
\$ 65.00 per Visa - Embassy Fee

Authorization Fee:
\$150.00 for US Citizens
\$100.00 for non-US Citizens

Shipping Fee:
\$12.00 FedEx 2nd Business Day
\$19.00 FedEx Letter (Priority Overnight)
\$30.00 FedEx Letter (Saturday Delivery)

Additional fee may apply to overseas shipping and overweight packages.

Payment:

Include credit card authorization or a check or money order payable to **U.S. Vital Documents** for Service Fee per visa, consular fee per visa, and return FedEx shipping fee.

Instructions:

Please forward the requirements detailed above to:

**U.S. Vital Documents
12710 Research Boulevard
Suite# 280
Austin, TX 78759
(512) 331-8290**

Your application will be checked and hand carried to the Embassy and processed within 5 business days. A 48 hour processing time is also available for an extra \$35 of embassy fee.