

**AMERICAN VISA OF DC**  
**1801 Columbia Rd., NW #200, Washington, DC 20009**  
**Tel: 202-462-5908 Fax: 202-387-5430**  
**Email: [info@americanvisadc.com](mailto:info@americanvisadc.com) [www.americanvisadc.com](http://www.americanvisadc.com)**

**THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC**

**JORDAN**

**Visa Requirements:**

- Signed Passport valid for six months with at least one blank visa page.
- One visa application form completed and signed.
- One color passport sized photo 2" x 2" ONLY on white or very light background.
- Copy of flight itinerary from the travel agent or a copy of tickets (For tourist visa).
- A letter of financial responsibility from the company in the U.S.A. that includes the name and address of the contact in Jordan (For business visa).
- Copy of the Green Card (For Non-U.S. Citizens).

**Validity of Visas:** Single entry visas are valid for two months, double entry for three months and multiple entry visas are valid for six months.

**Jurisdiction:** Residents of all states can be processed in Washington DC.

Contact Person's Name: \_\_\_\_\_ Phone and email: \_\_\_\_\_

**SHIPPING INSTRUCTIONS:** *Return completed process to:*

Company Name (If applicable): \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Apt#/Mail Code \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**TRAVELER(S) INFORMATION:**

**Departure Date from U.S.A.:** \_\_\_\_\_ **Need by this date:** \_\_\_\_\_ \*Rush fees **will be** applied to meet this date **if necessary**

1) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_  
 Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_  
 Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Processing Fees: (please check one)**

Processing Time:	American Visa of DC Fee:	Embassy Fee	Bank Transfer Fee	Fed Ex Shipping Fee	TOTAL
<b>6 - 8 Business Days Single Entry:</b>	<b>\$55</b>	<b>\$67.50</b>	<b>\$35</b>	<b>\$30</b>	<b>\$187.50</b>
<b>3 - 5 Business Days Single Entry:</b>	<b>\$95</b>	<b>\$67.50</b>	<b>\$35</b>	<b>\$30</b>	<b>\$227.50</b>
<b>6 - 8 Business Days Double Entry:</b>	<b>\$55</b>	<b>\$97.50</b>	<b>\$35</b>	<b>\$30</b>	<b>\$217.50</b>
<b>3 - 5 Business Days Double Entry:</b>	<b>\$95</b>	<b>\$97.50</b>	<b>\$35</b>	<b>\$30</b>	<b>\$247.50</b>
<b>6 - 8 Business Days Multiple Entry:</b>	<b>\$55</b>	<b>\$187.50</b>	<b>\$35</b>	<b>\$30</b>	<b>\$307.50</b>
<b>3 - 5 Business Days Multiple Entry:</b>	<b>\$95</b>	<b>\$187.50</b>	<b>\$35</b>	<b>\$30</b>	<b>\$347.50</b>

**PAYMENT:** (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name \_\_\_\_\_ Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

Check or Money Order made out to "American Visa of DC" for \$ \_\_\_\_\_ enclosed.

My company has a prearranged billing agreement.

**American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. Requirements and fees relating to this request are subject to change without notice.**



Embassy of the Hashemite Kingdom of Jordan  
3504 International Dr. N. W.  
Washington, DC. 20008

Attach Recent  
Photograph  
Here

**Visa Application (Form A)**

First Name:		Middle Initial:	Last Name:
Birth date:		Passport No:	
Birth Place:		Place issued:	
Citizenship:		Date Issued:	
Original Nationality:		Occupation:	
Street Address:			
City:	State:	Zip Code #	
Cell:	Phone No: (H)	Phone No: (W)	
E mail Address:			
Purpose of Trip:			
Port of entry:			
Expected date of Departure from The US:			
Expected date of arrival in Jordan:			

**Requirements (Please submit the following):-**

- 1) Your Original passport which has to be valid for more than six months from the date we issue the visa  
And must have a blank page to be stamped with the visa.
- 2) Payment must be paid by money order only with your name, address and phone number, payable to the Embassy of Jordan):  
For **single** entry visa valid for **Two months** from the date of issue: **(\$67.50)**  
For **double** entries visa valid for **Three months** from the date of issue: **(\$97.50)**  
For **multiple** entries visa valid for **Six months** from the date of issue: **(\$187.50)**
- 3) For business trips, a letter from employer stating the purpose of trip.
- 4) For Diplomatic or Official visas (No Fee) a letter of request from your department.
- 5) Visa processing takes approximately up to (5) business days for U.S. Citizens.

Enclose a self-addressed air bill with envelope of the mailing service of your choice to return your passport (US. Postal Express or UPS). **Please don't use (Federal-Express) Nor Regular mail.**

No more than (2) passports per envelope.

**WE WILL NOT BE RESPONSIBLE FOR ANY LOSS THAT MAY OCCUR DURING PROCESSING.**

Consular office hours: From (10:00) a.m. to (1:00) p.m. Monday through Friday.

Please contact the Embassy Tel: 202 966 2664 ext. (129) or by Email at: [hkjconsular@jordanembassyus.org](mailto:hkjconsular@jordanembassyus.org)

**Kindly note:**

- Visa fees are not refundable
- U.S. re-entry permits are not acceptable for travel to Jordan
- Citizens of the United States, Mexico, South America, and the countries of Western Europe could be issued Visas upon arrival at the airport in Amman-Jordan.

I certify that all the statements given by me are truthful, and I am aware of all regulations stated above.

Signature:	Date:
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