

# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### ELECTRONIC REQUESTS

#### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

#### BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

#### RETURN INFORMATION

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,  
IF DIFFERENT FROM THE ONE LISTED ABOVE

EMAIL FOR RETURN OF DOCUMENT:

#### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## BENIN E-VISA U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	E-TV REQUEST FORM:	1
		TRAVEL ITINERARY:	1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>\$56.81</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### RETURN SHIPPING FEES (SELECT ONE)

THE COMPLETED E-VISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED E-VISA.

REGULAR PROCESS TIME: **3 TO 5 DAYS**

COMMENTS: CLIENTS ARE ADVISED TO APPLY AT LEAST SEVEN DAYS PRIOR TO THEIR DATE OF DEPARTURE. HOWEVER, APPLICANTS CANNOT APPLY MORE THAN 90 DAYS FROM THEIR INTENDED DATE OF TRAVEL.

REVISED 10-25-2018 JENN

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## **BENIN E-TOURIST VISA**

*U.S. PASSPORT HOLDER*

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) **COPY OF VALID PASSPORT**

- MINIMUM OF 6 MONTHS VALIDITY

2.) **ONE (1) COMPLETED REQUEST FORM**

3.) **COPY OF TRAVEL ITINERARY**

4.) **CONSULATE FEES:** *(SEE SPECIAL NOTE BELOW)*

LENGTH OF VALIDITY	CONSULATE FEE
30-DAY SINGLE ENTRY	\$56.78
30-DAY MULTIPLE ENTRY	\$85.17
90-DAY MULTIPLE ENTRY	\$113.56

**VALIDITY:** E-VISAS ARE VALID UP TO 90 DAYS WITH SINGLE OR MULTIPLE ENTRIES, FROM DATE OF ISSUE.

**SPECIAL NOTES:**

- CONSULATE FEE IS BASED ON CURRENT U.S. DOLLAR EXCHANGE RATE, SO ACTUAL PRICE MAY VARY
- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM)) OR BY SHIPPING TO OUR OFFICE.
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

REVISED 12-20-2018 JENN

# BENIN E-VISA REQUEST FORM

SURNAME.....

GIVEN NAME.....

PASSPORT TYPE.....

PASSPORT NUMBER.....

PASSPORT DATE OF ISSUE.....

PASSPORT DATE OF EXPIRY.....

GENDER.....

DATE OF BIRTH.....

PRESENT NATIONALITY.....

COUNTRY OF RESIDENCE.....

PREVIOUS NATIONALITY (IF ANY).....

FORMER NAMES (IF ANY).....

.....

STREET ADDRESS  CITY/ STATE

ZIP CODE  COUNTRY

EMAIL ADDRESS  PHONE NUMBER

MARITAL STATUS  GENDER

PRIMARY PURPOSE OF VISIT TO BENIN

PRIMARY OCCUPATION

**LENGTH OF VALIDITY REQUESTED (MARK ONE BELOW)**

<input type="checkbox"/>	30-DAY SINGLE ENTRY
<input type="checkbox"/>	30-DAY SINGLE ENTRY
<input type="checkbox"/>	90-DAY MULTIPLE ENTRY

APPLICANTS SIGNATURE ..... DATE .....