

# 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

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### 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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## MALAYSIA BUSINESS VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	2
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
COPY OF INVITATION:	1	COMPANY LETTER:	1
I.D. OF MALAWI SPONSOR:	1-COPY		

ALL NON – US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS – U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
ADD RETURN SHIPPING FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<b>5 TO 7 DAYS</b>
<b>PLEASE NOTE THAT IF YOU HOLD A PASSPORT FROM ONE OF THE FOLLOWING COUNTRIES, THE PROCESS TIME CAN TAKE UP TO FOUR (4) WEEKS:</b>	
<ul style="list-style-type: none"><li>• INDIA</li><li>• NIGERIA</li><li>• BANGLADESH</li><li>• CHINA</li><li>• BURUNDI</li><li>• RWANDA</li><li>• PAKISTAN</li></ul>	

COMMENTS: CONSULATE IS CLOSED FOR SUBMISSIONS EVERY FRIDAY. PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED 1-25-2019 JENN

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## **MALAWI BUSINESS VISA**

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **ONE (1) PASSPORT** (MUST HAVE AT LEAST 6 MONTHS OF REMAINING VALIDITY AND 1 BLANK VISA PAGE)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOS (2x2)**
- 3.) **TWO (2) COMPLETED APPLICATION FORMS**
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 5.) **ONE (1) COPY OF INVITATION FROM INVITING ORGANIZATION**
- 6.) **ONE (1) COPY OF I.D. FROM SPONSOR IN MALAWI**
- 7.) **PROOF OF VALID U.S. STATUS (PLEASE PROVIDE ONE OF THE FOLLOWING):**
  - COPY OF THE FRONT AND BACK OF THE USA GREEN CARD
  - ORIGINAL USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 8.) **COPY OF TRAVEL ITINERARY/AIRLINE TICKET**
- 9.) **CONSULATE FEE:**

<b><u>NUMBER OF ENTRIES</u></b>	<b><u>LENGTH OF VALIDITY</u></b>	<b><u>CONSULATE FEE</u></b>
SINGLE	90 DAYS	\$100
MULTIPLE	6 MONTHS	\$220
MULTIPLE	12 MONTHS	\$300

**NOTE:** CONSULATE IS CLOSED FOR SUBMISSIONS ON FRIDAYS.

**PROCESSING TIME:** PLEASE NOTE THAT IF YOU HOLD A PASSPORT FROM ONE OF THE FOLLOWING COUNTRIES, THE PROCESS TIME COULD TAKE UP TO FOUR (4) WEEKS:

- INDIA
- NIGERIA
- BANGLADESH
- CHINA
- BURUNDI
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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.  
**(TRAVELER)** PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED  
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON  
**(DATE)** AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,  
**(EMPLOYER)**, WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
**(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

**(SUPERVISORS SIGNATURE)**

***PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.***



**REPUBLIC OF MALAWI**

**IMMIGRATION ACT**

**(CAP. 15:03)**

**(REGULATION 3 (6))**

**APPLICATION FORM FOR A VISA TO ENTER MALAWI**

*(To be completed in block capitals)*

SINGLE/MULTIPLE/TRANSIT VISA *(Delete as necessary)*

Name *(in full)* .....  
*(Surname in block capitals)*

Married or Single *(if married woman give maiden name)* .....

Address in the country of application .....

Address in the country of domicile *(if different from above)* .....

Date and Place of Birth .....

Sex ..... Profession .....

Passport Number ..... Date of issue .....

Place of issue ..... Date of expiry .....

Return Visa(s) to ..... Valid until.....

Nationality *(if stateless indicate original nationality prior to being stateless person)* .....

Date of arrival in country of application .....

From .....

Final destination .....

And address to which applicant is proceeding .....

Reasons in full for proposed visit. (Satisfactory evidence will be required for the object and purpose of the journey. Employees of firms or persons acting on behalf of firms must produce certificates from their employers as to the nature of business for which they are travelling):

Duration of proposed visit .....

Travelling by ..... Leaving on .....

Onward passage booked for .....

Means at applicant's disposal (evidence may be required) .....

.....

Dates of previous visits to .....

In what capacity .....

Previous address (es) in .....

.....

**PARTICULARS OF MINOR CHILDREN** who will accompany the applicant and are included in the applicant's passport.

Name	Place of birth	Date of birth
.....	.....	.....
.....	.....	.....
.....	.....	.....

**SUPPLEMENTARY INFORMATION**

**Name and Address of Sponsor**

I declare that the above particulars given by me are true in substance and fact.

Date .....

.....

Signature

**THIS SPACE TO LEFT BLANK FOR OFFICIAL USE**

Endorsement ..... Prepared by .....

Onward visa ..... Fee paid .....

Ref. No. .... Receipt No. .... and Date .....