

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 Email: vipinfo@vippassports.com



NOTICE

**NATIONALS OF THE FOLLOWING COUNTRIES DO NOT NEED A VISA TO ENTER
TUNISIA FOR STAYS UP TO 90 DAYS****

ALGERIA	ANDORRA	ANTIGUA
ARGENTINA	AUSTRIA	BAHRAIN
BULGARIA	CANADA	CHILE
CROATIA	CROATIA	DOMINICA
DENMARK	FIJI	FINLAND
FRANCE	GAMBIA	GREECE
GUINEA	GERMANY	HONDURAS
HONG KONG	HUNGARY	IVORY COAST
IRELAND	ICELAND	ITALY
JAPAN	KIRIBATI	LIBYA
LICHTENSTEIN	LUXEMBOURG	MALAYSIA
MALDIVES	MALI	MOROCCO
MAURITIUS	MAURITANIA	MONACO
MONTENEGRO	NIGER	NORWAY
NETHERLANDS	NETHERLANDS ANTILLES	POLAND
PORTUGAL	QATAR	ROMANIA
ST KITTS AND NEVIS	ST LUCIE	SALMON ISLAND
SENEGAL	SERBIA	SEYCHELLES
SLOVENIA	SWEDEN	OMAN
SWITZERLAND	S. KOREA	SPAIN
TURKEY	U.A.E.	U.K.

****PLEASE NOTE THAT VISITORS INTENDING TO STAY IN TUNISIA LONGER THAN 90 DAYS SHOULD REQUEST PERMISSION TO EXTEND THE DURATION OF THEIR STAY AT THE NEAREST POLICE PRECINCT TO THEIR PLACE OF RESIDENCE IN TUNISIA.**

IF YOU DO NOT HOLD ONE OF THE PASSPORTS MENTIONED ABOVE, OR OTHERWISE TO NOT QUALIFY FOR A VISA UPON ARRIVE, PLEASE SEE NEXT PAGES FOR THE INSTRUCTIONS TO APPLY FOR A VISA.

THANKS,
VIP PASSPORT SERVICES, INC.

Specializing in Visas, Passports, Document Legalization and Translations

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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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TUNISIA 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):	1
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	OFFICIAL INVITATION:	1

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)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES: _____	
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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	15 TO 21 DAYS
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COMMENTS: B1/B2 VISA HOLDERS ARE NOT ELIGIBLE TO APPLY FOR AN ENTRY VISA TO TUNISIA IN THE U.S.

REVISED 4-16-2019 JENN

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TUNISIA BUSINESS VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

1. **ONE (1) VALID PASSPORT** – MUST HAVE AT LEAST SIX MONTHS OF REMAINING VALIDITY
2. **ONE (1) COMPLETED APPLICATION FORM**, SIGNED
3. **ONE (1) PASSPORT-SIZED PHOTOGRAPH** (2x2")
4. **COMPANY LETTER OF GUARANTEE**
5. **OFFICIAL INVITATION LETTER** FROM HOST IN TUNISIA
6. **PROOF OF VALID U.S. STATUS**** – (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF THE U.S. GREEN CARD
 - ORIGINAL USA VISA AND I-94 (VISIT WWW.CBP.DHS.GOV)

****B1/B2 VISA HOLDERS ARE NOT ELIGIBLE TO APPLY FOR ENTRY VISAS TO TUNISIA FROM THE U.S.**

7. **CONSULATE FEES:**

<u>NUMBER OF ENTRIES</u>	<u>CONSULATE FEE</u>
SINGLE	\$60.00
MULTIPLE	\$120.00

VALIDITY: THE LENGTH OF VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE EVALUATION.

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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.

طلب تأشيرة
Demande de VISA

مرور – اقامة قصيرة
Court Séjour – Transit
Short Stay – Transit

الصورة
PHOTO

السفارة – القنصلية ب
Ambassade – Consulat à
Embassy – Consulate at

Nom اللقب
Family Name

Prénoms الاسم
Given Names

Date et lieu de naissance تاريخ و مكان الولادة
Date and Place of Birth

Situation de famille الحالة العائلية
Marital Status

Nationalité actuelle الجنسية الحالية
Present Nationality

Nationalité d'origine الجنسية الاصلية
Nationality at Birth

Profession المهنة
Profession

Résidence au cours des 2 dernières années الإقامة في السنتين الاخيرتين
Residence during the last 2 years

N° du Passeport رقم جواز السفر
Passport Number

Date et lieu de la délivrance تاريخ و مكان اصداره
Date and Place of Issue

Date d'entrée en Tunisie تاريخ الدخول الى تونس
Date of Entry to Tunisia

Durée de séjour مدة الإقامة بها
Duration of Stay

Motif détaillé du voyage (1) أسباب السفر بالتفصيل
Detailed Reason for Travel

Mode de locomotion envisagé وسائل النقل المتوقعة
Anticipated Mode of Transportation

Point d'entrée نقطة الدخول
Point of Entry

Adresse en Tunisie العنوان بتونس
Address in Tunisia

Personnes connues en Tunisie الأشخاص المعروفون بتونس
Persons Known in Tunisia

Leurs adresses عناوينهم
Their Addresses

Personnes devant vous accompagner الأشخاص المصاحبون
Persons Accompanying You

(1) ان كان السفر يتعلق بالاعمال، تذكر اسماء وعناوين الاشخاص المراد الاتصال بها

(1) S'il s'agit d'un voyage d'affaires, citer les noms et adresses des personnes à contacter.

(1) If it is a business trip, give the names and addresses of the persons to be contacted.

(1) و ان كان السفر يتعلق بالمشاركة في مؤتمر او مهرجانات يتحتم ذكر اسم المنظم و المكان و التاريخ و المدة.

(1) S'il s'agit d'un voyage pour participation à un congrès ou manifestations, citer le nom de l'organisateur ; le lieu ; la date, et la durée.

(1) If it is a trip to attend a meeting, give the name of the organization holding it, the place, the date and the duration of the meeting.

(1) و ان كان السفر يتعلق بدراسات جامعية أو بتربصات فنية تذكر أسماء المؤسسات التي ستتولى فيها الدراسات.

(يذكر هل أن المسافر على نفقته منضمة أو شخص قاطن بالبلاد التونسية)

(1) S'il s'agit d'un voyage d'études universitaires ou des stages techniques, citer les noms des établissements à fréquenter; la durée des études (indiquer si vous êtes pris en charge par une organisation ou une personne résidente en Tunisie).

(1) If it is a trip for studies or training, give the names of the institutions to be attended and the duration of the study (Indicate if you are financially supported by a Tunisian organization or person).

Avez-vous déjà séjourné en Tunisie?

هل سبقت لكم الاقامة بالبلاد التونسية ؟

Have you previously stayed in Tunisia?

التزم بان لا أقبل عمل يعرض علي سواء كان بمقابل او بدون مقابل طيلة اقامتي بالبلاد التونسية وأن لا أحاول الاقامة بالتراب التونسي كما التزم بمغادرته عند انتهاء صلاحية التأشيرة التي ستمنح لي.

Je m'engage à n'accepter aucun emploi rétribué ou non rétribué durant mon séjour en Tunisie et à ne pas chercher à m'établir et à quitter le territoire Tunisien à l'expiration de la validité du visa qui me sera accordé.

I pledge not to accept any remunerated or non remunerated job during my stay in Tunisia, not to seek establishment in Tunisia and to the Tunisian territory at the expiration of the validity of the visa which will be granted to me.

أن مجرد امضائي يجعلني مسؤولا وفي صورة التصريح المدلس يحرمني من التحصيل على تأشيرة اخرى في المستقبل وذلك بقطع النظر عن التبعات العدلية التي تعرض لها القانون.

Ma signature engage ma responsabilité et en cas de déclaration me priverait de tout visa à l'avenir sans préjudice des poursuites judiciaires prévues par la loi.

The signature below binds me and in case of false declaration will deprive me from obtaining any visa in the future without prejudice to any further legal action according to law.

Signature,

Signature,

الامضاء

مخصص للسلطة التي ستتلقى المطلب

RESERVE A L'AUTORITE QUI RECOIT LA DEMANDE

Space reserved for the authority which receives the application

مراجع الاوراق المصاحبة او المدلى بها والتوصيات المتلقاة

Référence des pièces jointes ou produites et des recommandations reçues

References of the documents enclosed or produced and of the recommendations received

Décision

Decision

القرار المتخذ

..... في the le

Le Consul

The Consul

القنصل

Personal Contact Information

Personal Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: _____ Alternate Phone: _____

Email _____

Gov't ID/Passport# _____

Birth Date: _____ Marital Status: _____

Date: ___ / ___ / ___