



## 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: [info@vippassports.com](mailto:info@vippassports.com)

### **\*\*\*ATTENTION\*\*\***

**ALL ANGOLA VISA APPLICANTS MUST APPEAR IN PERSON WHEN SUBMITTING DOCUMENTS FOR A VISA, WITHOUT EXCEPTION.**

PLEASE **FAX OR EMAIL** A COPY OF ALL OF YOUR DOCUMENTS TO OUR OFFICE TO REVIEW BEFORE SENDING YOUR ORIGINALS TO OUR OFFICE. VIP RECOMMENDS THAT YOU **DO NOT PURCHASE** ANY AIRFARE FOR TRAVEL TO HOUSTON BEFORE MAKING CONTACT WITH A VIP AGENT.

WHEN COORDINATING YOUR APPEARANCE AT THE CONSULATE WITH VIP, PLEASE BE SURE TO HAVE ALL ORIGINAL DOCUMENTS AT OUR OFFICE NO LESS THAN ONE BUSINESS DAY BEFORE YOUR REQUESTED APPEARANCE DATE.

**PLEASE BE SURE THAT YOUR CONSULATE APPEARANCE FORM (SEE PAGE 6) IS COMPLETED IN ITS ENTIRETY TO AVOID ANY DELAYS IN PROCESSING.**

THANKS,

*VIP PASSPORT SERVICES, INC.*

Specializing in Visas, Passports, Document Legalization and Translations



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## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

**TRAVELERS NAME:** \_\_\_\_\_

**DATE OF USA DEPARTURE:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**DATE YOU NEED PASSPORT:** \_\_\_\_\_

**VIP RESERVATION/FILE LOCATOR NUMBER:** \_\_\_\_\_

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

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_



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## ANGOLA ORDINARY/BUSINESS VISA U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1-TYPED</u>
PASSPORT TYPE PHOTO (S):	<u>1-COLOR</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	INT'L HEALTH CERT.:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	DATA FORM:	<u>1</u>

OTHER: PLEASE SEE NEXT PAGE FOR DETAILED INSTRUCTIONS.

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

### FEEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$; 5.00</u>
CONSULATE FEE:	<u>\$141.00</u>
MONEY ORDER:	<u>\$6.00</u>
AIRPORT PICKUP/DELIVERY(SEE COMMENT BELOW):	<u>                    </u>
HOTEL PICKUP/DELIVERY (SEE COMMENT BELOW) :	<u>                    </u>
*ADD RETURN DELIVERY FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS, PLEASE)</b>	<u>                    </u>

#### **\*P/UP AND OR DELIVERY FEES:**

#### **\*\*VISA PROCESSING TIME**

IAH PICKUP/DLVY	\$75.00(EACH)
HOTEL PICKUP/DLVY	\$55.00(EACH)
FedEx PRIORITY	\$29.00
FedEx SATURDAY	\$41.50
LOCAL DELIVERY	CONTACT VIP

REGULAR PROCESSING TIME: 4 TO 7 DAYS

*PLEASE BE SURE THAT THE CONSULATE APPEARANCE DATA FORM IS COMPLETED CORRECTLY TO ENSURE THAT THE WE ARE ABLE TO COORDINATE THE WITH THE APPLICANT ACCORDINGLY.*

COMMENTS: IF YOU ARE REQUESTING TO BE PICKED UP FROM EITHER IAH AIRPORT OR A HOTEL IN THE VICINITY, BE SURE TO COMPLETE YOUR CONSULATE APPEARANCE DATA FORM WITH ALL OF YOUR PICKUP DETAILS.

REVISED: 1-12-2019 (JENN-SDL)

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## ANGOLA-ORDINARY/BUSINESS VISA

**IF YOU WILL BE TRAVELING TO ANGOLA FOR THE SOLE PURPOSE OF BUSINESS MEETINGS AND/OR DISCUSSIONS AND WILL NOT BE PARTICIPATING IN ANY REMUNERATED ACTIVITY, THEN PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

### ORDINARY/BUSINESS ANGOLA VISA:

- 1.) **ONE (1) SIGNED PASSPORT**
  - SIX (6) MONTHS OF REMAINING VALIDITY
  - THREE (3) CONSECUTIVE FULLY BLANK VISA PAGES (**6 TOTAL**)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2", COLOR, WHITE BACKGROUND)**
  - MUST BE WEARING BUTTONED-UP COLLARED SHIRT
  - NO NECK SKIN SHOWING
  - NO COMPANY LOGOS OR EMBLEMS DISPLAYED
- 3.) **ONE (1) COMPLETE APPLICATION, TYPED**
- 4.) **COPY OF THE FRONT AND BACK OF THE APPLICANT'S DRIVER'S LICENSE OR STATE ISSUED ID (TO SUBSTANTIATE JURISDICTION)**
- 5.) **ONE (1) COPY OF THE FLIGHT ITINERARY**
- 6.) **ONE (1) COPY OF THE OFFICIAL INVITATION**
  - MUST BE PRINTED IN COLOR
  - MUST BE CLEARLY PRINTED
  - PLEASE BE SURE THAT THE INVITATION IS REQUESTING THE CONSULATE ISSUE THE ORDINARY VISA VALID FOR THIRTY (30) DAYS OR TWO (2) YEARS
  - PLEASE BE SURE THAT THE CONTACT IN ANGOLA SENDS A COPY OF THE INVITATION VIA FAX (713-212-3841) TO THE VISA SECTION OF THE CONSULATE ATTENTION TO "VISA OFFICER"
  - MUST BEAR THE SEAL AND SIGNATURE OF THE MINISTRY OF EXTERNAL RELATIONS (OIL/GAS, WATER, ENERGY, ETC.)- IF THE COMPANY THAT HAS INVITED YOU IS IN AN OIL FIELD RELATED INDUSTRY THEN THE INVITATION MUST HAVE THE SEAL FROM MINPET OR THE CONSULATE WILL NOT ACCEPT THE APPLICATION **-IF THE SEAL OF THE MINISTRY IS NOT PRESENT, PLEASE ALSO SUBMIT THE FOLLOWING ITEMS:**
    - D.A.R. TAX FORM
    - "ALVARA" (COMPANY CHARTER CERTIFICATE)
    - "DIARIO DE REPUBLICA" SHOWING THE COMPANY ISSUING YOUR INVITATION
    - CLEAR COPY OF THE ANGOLAN I.D. OF THE PERSON WHO SIGNED THE INVITATION
- 7.) **ONE (1) COMPANY LETTER OR GUARANTEE**

**CONTINUED→**



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- 8.) **ONE (1) COPY OF THE INTERNATIONAL HEALTH CERTIFICATE**
  - MUST REFLECT INOCULATION FOR YELLOW FEVER
  - PRINTED IN COLOR
- 9.) **ONE (1) COMPLETED CONSULATE APPEARANCE CUSTOMER DATA FORM**
- 10.) **CONSULATE FEE: \$141.00**

**VALIDITY:** THE VISAS VALIDITY RANGES FROM A THIRTY (30) DAY SINGLE ENTRY TO A TWO (2) YEAR MULTIPLE-ENTRY. THE DURATION OF STAY AND THE LENGTH OF VALIDITY IS DETERMINED BY THE VISA OFFICER ON AN INDIVIDUAL BASIS. WHEN ISSUED A SINGLE ENTRY VISA VALID FOR (30) DAYS YOU MUST ENTER ANGOLA WITHIN (60) DAYS FROM THE DATE THE VISA WAS ISSUED. WHEN ISSUED A MULTIPLE ENTRY VISA YOU CAN ENTER AND STAY UP TO (30) DAYS PER ENTRY UP UNTIL THE EXPIRATION DAY OF THE VISA.

**SPECIAL NOTE:** THE CONSULATE IN HOUSTON WILL ONLY ACCEPT APPLICATIONS ON MONDAYS AND WEDNESDAYS. APPLICATIONS SUBMITTED ON MONDAYS TYPICALLY ARE RELEASED ON FRIDAYS. IF YOUR APPLICATION IS SUBMITTED ON A WEDNESDAY, THE VISA COULD POSSIBLY WILL EITHER BE ISSUED FRIDAY OR MONDAY, AT THE CONSULATE'S DISCRETION. IF YOU WILL BE TRAVELING TO ANGOLA FOR WORK/LABOR, YOU WILL NEED TO REQUEST AN STV VISA, TYPE "VCD" (SEE OTHER SET OF INSTRUCTIONS).

REVISED: 1-12-2019 (JENN-SDL)

# CONSULATE APPEARANCE CUSTOMER DATA FORM

APPLICANT NAME: \_\_\_\_\_

APPLICANT CELL PHONE NUMBER: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_

PASSPORT ISSUE DATE: \_\_\_\_\_

PASSPORT EXPIRATION DATE: \_\_\_\_\_

TYPE OF ANGOLA VISA REQUESTED: \_\_\_\_\_

DATE OF DEPARTURE FROM U.S.: \_\_\_\_\_

DATE OF ENTRY INTO ANGOLA: \_\_\_\_\_

HOW WILL YOU BE GETTING TO THE CONSULATE: (PLEASE SELECT ONE)

MEET VIP COURIER AT CONSULATE ON THE MORNING OF \_\_\_\_\_ (DATE OF APPEARANCE)  
(COURIER WILL CALL YOU 30 MINUTES PRIOR TO ARRIVING AT CONSULATE TO ARRANGE MEET-UP)

MEET AT VIP OFFICE TO ACCOMPANY COURIER ON MORNING OF \_\_\_\_\_ (DATE OF APPEARANCE)  
(PLEASE ARRIVE NO LATER THAN 8:00AM ON THE DAY OF YOUR APPOINTMENT)

VIP WILL PICK ME UP FROM MY HOTEL, TAKE ME TO THE CONSULATE FOR MY  
APPOINTMENT ON \_\_\_\_\_ (DATE OF APPEARANCE)

HOTEL NAME: \_\_\_\_\_

HOTEL ADDRESS/PHONE: \_\_\_\_\_

CHECK IN DATE: \_\_\_\_\_

VIP WILL PICK ME UP DIRECTLY FROM THE AIRPORT, TAKE ME TO THE CONSULATE FOR  
MY APPOINTMENT ON \_\_\_\_\_ (DATE OF APPEARANCE)

AIRPORT OF ARRIVAL: \_\_\_\_\_

DATE OF ARRIVAL: \_\_\_\_\_

TIME OF ARRIVAL: \_\_\_\_\_

TERMINAL OF ARRIVAL (IF AVAILABLE): \_\_\_\_\_

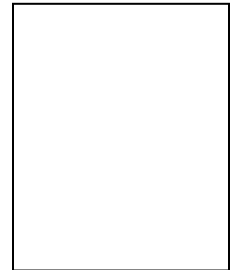
**(\*\*\*IMPORTANT: FAILURE TO COMPLETE THIS FORM MAY CAUSE A DELAY IN THE PROCESS OF YOUR VISA\*\*\*)**



**Republic of Angola**  
**Consulate General of the Republic of Angola**  
**Houston, Texas**  
**U.S.A.**

3040 Post Oak Blvd., Suite 780  
 Houston, Texas 77056

Tel: 713-212-3840  
 Fax: 713-212-3841




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**VISA REQUEST**

TRANSIT

SHORT-STAY

TOURIST

ORDINARY

Name: \_\_\_\_\_

Marital Status:

Gender:

D.O. Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Nationality of origin: \_\_\_\_\_

Current Nationality: \_\_\_\_\_

Passport # \_\_\_\_\_

Issued in: \_\_\_\_\_ on: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Profession: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Employer/Workplace: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's name: \_\_\_\_\_ Father's nationality: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Mother's nationality: \_\_\_\_\_

Place of lodging in Angola: \_\_\_\_\_

City \_\_\_\_\_ Street address: \_\_\_\_\_ House# \_\_\_\_\_

Name of Person or Company who will be responsible for your stay: \_\_\_\_\_

Province: \_\_\_\_\_ Municipality: \_\_\_\_\_ Suburb: \_\_\_\_\_

Street address: \_\_\_\_\_ House# \_\_\_\_\_

Date of entry in Angola: \_\_\_\_\_ Frontier point entered: \_\_\_\_\_

**Minors endorsed in your passport who will benefit from the visa**

1. Name: \_\_\_\_\_ Born on \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Born on \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Born on \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Person or Entity requesting the visa: \_\_\_\_\_

**TO BE COMPLETED BY THE APPLICANT OF THE TRANSIT VISA**

Country of Destination: \_\_\_\_\_

Date of Arrival in Angola: \_\_\_\_\_

Carrier you will be travelling on out of Angola: \_\_\_\_\_

Do you have a: Entry visa  or Residency permit  for the country of destination?

Number: \_\_\_\_\_ Valid until \_\_\_\_\_

**TO BE COMPLETED BY THE APPLICANT OF THE TOURIST VISA**

Name of Person or Company to contact in Angola: \_\_\_\_\_

Purpose of visit:

Leisure

Sports Event

Cultural

Activities to be performed: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Date of entry in Angola: \_\_\_\_\_ Frontier point entered: \_\_\_\_\_



**TO BE COMPLETED BY THE APPLICANT OF THE SHORT-STAY VISA**

Name of Person or Company to contact in Angola: \_\_\_\_\_

Reason for requesting a visa: \_\_\_\_\_

Full address in Angola: \_\_\_\_\_

Date of entry in Angola: \_\_\_\_\_ Frontier/Point of entry: \_\_\_\_\_

Date of departure from Angola: \_\_\_\_\_

ADDITIONAL INFORMATION	YES	NO
- Did you ever travel to Angola before?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever granted a residence permit card?	<input type="checkbox"/>	<input type="checkbox"/>
- Did you ever obtain a work visa?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever denied entry into Angola?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever expelled from Angola?	<input type="checkbox"/>	<input type="checkbox"/>
Date _____	_____	
	<b>SIGNATURE OF APPLICANT</b>	

**FOR OFFICIAL USE ONLY**

Opinion of the Head of the Consular Mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Head of Consular Mission

Date \_\_\_\_\_

\_\_\_\_\_

**LEGIBLE SIGNATURE**

**TOURIST VISA**

- A tourist visa must be used within 60 (sixty) days of being issued. It is valid for one or two entries and allows applicant to remain in the country for a period of up to 30 (thirty) days. This visa can be renewed once for the same period of time.
- The Government may establish and update, unilaterally or by mutual agreement, a list of countries whose citizens are exempt from getting entry visas for stays shorter than 90 (ninety) days.
- The tourist visa does not allow its holder to establish residence in national territory nor to take part in any remunerated activity.

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#2, 3 and 4, Article 44, Law #2/07, August 31

**TRANSIT VISA**

- A transit visa must be used within 60 (sixty) days of being issued. It allows applicant to remain in the country for a period of up to 5 days, is valid for one or two entries and cannot be renewed.
- This visa can be exceptionally granted at the frontier point to the foreign traveler who is travelling but interrupts his/her trip due to the mandatory stops required by the carrier concerning transporting the individual.

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#2 and 3, Article 43, Law #2/07, August 31

**SHORT-STAY VISA**

- A short-stay visa must be used within 72 (seventy-two) hours of being issued, and it allows the foreign citizen to remain in national territory up to 7 (seven) days and it is renewable for an equal number of days.
- The short-term visa does not require previous authorization from the Foreigners and Migration Services, granting of the visa is authorization enough.
- The short-stay visa does not allow its holder to establish residence in national territory nor to take part in any remunerated activity.

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#2, 3 and 54, Article 45, Law #2/07, August 31

**ORDINARY VISA**

- The ordinary visa must be used within 60 (sixty) days of being issued. It allows its holder to remain in the country for a period of up to 30 (thirty) days and can be renewed twice for the same period of time.
- The ordinary visa does not allow its holder to establish residence in national territory nor take part in any remunerated activity.

---

#2, 3 and 5, Article 46, Law #2/07, August 31

Reset Form

Print Form



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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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

CONSULATE OF ANGOLA HOUSTON  
3040 POST OAK BOULEVARD  
SUITE 780  
HOUSTON, TX 77056

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'S NAME) THE APPROPRIATE ORDINARY 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.  
**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**