



## 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 7) 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 LONG-TERM WORK ( VW1, VW2, VW3) 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>	CUSTOMER P/U FORM:	<u>1</u>
MEDICAL DECLARATION:	<u>1</u>	POLICE CLEARANCE:	<u>1</u>
COPY OF MINISTRY LETTER:	<u>1</u>	DECLARATION FORM:	<u>1</u>
OTHER:	<u>PLEASE SEE NEXT PAGE FOR DETAILED INSTRUCTIONS.</u>		

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

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE:	<u>                    </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>
TOTAL: (NO PERSONAL CHECKS, PLEASE)	<u>                    </u>

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

IAH PICKUP/DLVY	\$75.00(EACH)
HOTEL PICKUP/DLVY	\$55.00(EACH)
LOCAL DELIVERY	CONTACT VIP
FedEx SATURDAY	\$49.00
FEDEX PRIORITY	\$35.00

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

REGULAR PROCESSING TIME: SEE NEXT PAGES  
*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-LONG TERM WORK VISA (VW1, VW2 OR VW3) VISA

**IF APPLICANT WILL BE TRAVELING TO ANGOLA TO WORK FOR AN EXTENDED PERIOD AND THE INVITATION IS REQUESTING THE CONSULATE TO ISSUE A LONG-STAY VISA, THEN PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

### LONG-TERM WORK VISA (VW1, VW2 OR VW3) VISA:

- 1.) ONE (1) SIGNED U.S. PASSPORT
  - a. SIX (6) MONTHS OF REMAINING VALIDITY
  - b. THREE (3) CONSECUTIVE FULLY BLANK VISA PAGES (6 TOTAL)
- 2.) ONE (1) PASSPORT-TYPE PHOTO GRAPH (2x2", COLOR, WHITE BACKGROUND)
  - a. MUST BE WEARING BUTTONED-UP COLLARED SHIRT
  - b. NO NECK SKIN SHOWING
  - c. NO COMPANY LOGOS OR EMBLEMS DISPLAYED
- 3.) ONE (1) COMPLETE APPLICATION, TYPED
  - a. FOR VW1 OR VW2 VISAS, PLEASE [CLICK HERE](#) FOR APPLICATION
  - b. FOR VW3 VISAS, PLEASE [CLICK HERE](#) FOR APPLICATION
- 4.) ONE (1) COPY OF THE FLIGHT ITINERARY
- 5.) COPY OF THE FRONT AND BACK OF THE APPLICANTS USA DRIVER'S LICENSE OR STATE ISSUED ID (TO SUBSTANTIATE THE JURISDICTION)
- 6.) ONE (1) COPY OF THE CERTIFIED INVITATION FROM INVITING COMPANY IN ANGOLA
  - a. MUST BE ON THEIR OFFICIAL LETTERHEAD
  - b. MUST BE PRINTED CLEARLY IN COLOR
  - c. MUST BE ADDRESSED TO THE CONSULATE OF ANGOLA IN HOUSTON
  - d. MUST BEAR THE SEAL AND SIGNATURE OF THE MINISTRY OF EXTERNAL RELATIONS (OIL/GAS, WATER, ENERGY, ETC.)
- 7.) ONE (1) COPY OF THE OFFICIAL INVITATION FROM MINISTRY
  - a. MUST BE PRINTED IN COLOR
  - b. MUST BE CLEARLY PRINTED
  - c. MUST BE ADDRESSED TO THE CONSULATE OF ANGOLA IN HOUSTON
  - d. 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"
  - e. PLEASE BE SURE THAT THE INVITATION IS REQUESTING THE CONSULATE ISSUE THE APPROPRIATE TYPE OF VISA (VW1, VW2, OR VW3)
- 8.) ONE (1) CRIMINAL RECORD/BACKGROUND CHECK
  - a. MUST BE ISSUED WITHIN 90 DAYS OF SUBMISSION
  - b. MUST BE TRANSLATED TO PORTUGUESE\*
  - c. MUST BE NOTARIZED\*
  - d. AUTHENTICATED BY THE U.S. STATE DEPARTMENT\*
  - e. LEGALIZED BY CONSULATE OF ANGOLA\*

CONTINUED →



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- 9.) **CLEAR COPIES OF YOUR DEGREE/DIPLOMA OR OTHER DOCUMENTS SHOWING ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS**
  - a. TRANSLATED TO PORTUGUESE\*
  - b. NOTARIZED\*
  - c. AUTHENTICATED BY THE U.S. STATE DEPARTMENT\*
  - d. LEGALIZED BY CONSULATE OF ANGOLA\*
- 10.) **ONE (1) COPY OF THE INTERNATIONAL HEALTH CERTIFICATE**
  - a. MUST REFLECT INOCULATION FOR YELLOW FEVER
  - b. PRINTED IN COLOR
- 11.) **ONE (1) COMPANY LETTER OF GUARANTEE**
  - a. MUST BE ON OFFICIAL LETTERHEAD
  - b. MUST BE PRINTED IN COLOR
  - c. MUST BE CLEARLY PRINTED
  - d. MUST BE SIGNED BY THE APPLICANT'S SUPERVISOR OR AUTHORIZED MEMBER OF MANAGEMENT.
- 12.) **ONE (1) MEDICAL DECLARATION/REPORT**
  - a. MUST BE TRANSLATED INTO PORTUGUESE\*
  - b. MUST BE NOTARIZED\*
  - c. ISSUED BY MEDICAL DOCTOR
  - d. STATES APPLICANT HAS BEEN EXAMINED AND IS FREE OF CONTAGIOUS DISEASES, MENTAL ILLNESS, FIT FOR TRAVEL AND TO WORK ON/OFFSHORE
  - e. MENTIONS BLOOD WORK HAS BEEN DONE
  - f. MUST INCLUDE HEADING OF DOCTOR'S OFFICE OR MEDICAL FACILITY WITH ADDRESS AND PHONE NUMBER(S)
- 13.) **ONE (1) RÉSUMÉ (COPY OR ORIGINAL)**
  - a. MUST BE TRANSLATED INTO PORTUGUESE\*
  - b. MUST BE NOTARIZED\*
- 14.) **ONE (1) COMPLETED CONSULATE APPEARANCE CUSTOMER DATA FORM**
- 15.) **ONE (1) DECLARATION, NOTARIZED** (SEE PAGE 7 FOR EXAMPLE)
- 16.) **ONE (1) COPY OF WORK CONTRACT (VW3 VISA ONLY)**
  - a. MUST BE SIGNED BY ANGOLAN INVITER AND APPLICANT
  - b. MUST BE TRANSLATED INTO PORTUGUESE\*
  - c. MUST BE NOTARIZED\*
- 17.) **CONSULATE FEE:**

<u>VISA TYPE</u>	<u>LENGTH OF VALIDITY</u>	<u>CONSULATE FEE</u>
VW1	90 DAYS	\$300.00
VW2	180 DAYS	\$500.00
VW3	ONE (1) YEAR	\$700.00

**\*SPECIAL NOTES:**

**VIP SERVICES CAN PROVIDE ANY/ALL DOCUMENT TRANSLATIONS, NOTARIZATION, LEGALIZATIONS OR AUTHENTICATIONS NEEDED FOR ANY OF THE DOCUMENTS NEEDED ABOVE. PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION.**

**CONTINUED→**

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**WHEN APPLYING FOR A LONG TERM WORK VISA, THE CONSULATE IN HOUSTON WILL ONLY ACCEPT APPLICATIONS ON MONDAYS AND WEDNESDAYS. FOR VW1 AND VW2 VISAS, THEY ARE TYPICALLY RELEASED THE FOLLOWING FRIDAY AFTER SUBMISSION. FOR VW3 VISAS, THE PROCESS TIME CAN TAKE UP TO TWO (2) WEEKS. IF YOU WILL BE TRAVELING TO ANGOLA FOR BUSINESS MEETINGS AND/OR DISCUSSIONS, YOU WILL NEED TO REQUEST AN ORDINARY BUSINESS TYPE VISA OR STV VISA, PLEASE SEE OTHER SET OF INSTRUCTIONS).**

**VALIDITY:**

**APPLICANT MUST ENTER ANGOLA WITHIN SIXTY (60) DAYS FROM THE DATE OF ISSUE. ONCE IN ANGOLA, THE LENGTHS OF STAY ARE AS FOLLOWS:**

- **VW1 : NINETY (90) DAYS**
- **VW2 : ONE HUNDRED EIGHTY (180) DAYS**
- **VW3 : ONE (1) YEAR**

**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\*\*\*)**



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## ANGOLA

### EXAMPLE OF THE DECLARATION

**PLEASE RETYPE USING ONLY THIS FORMAT  
IF YOU DO NOT USE THIS FORMAT, THERE MAY BE A DELAY IN PROCESSING**

DEAR ANGOLA CONSULATE REPRESENTATIVE,

I, \_\_\_\_\_, AGREE TO ABIDE BY ALL LAWS AND  
REGULATIONS WHILE IN ANGOLA FOR THE PURPOSE OF LONG-TERM WORK.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

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

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

DATE OF ARRIVAL IN ANGOLA: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, \_\_\_\_\_, NOTARY PUBLIC IN THE STATE OF  
\_\_\_\_\_, ON THIS DAY, PERSONALLY APPEARED \_\_\_\_\_,  
KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE  
FOREGOING INSTRUMENT AND WHO ACKNOWLEDGED TO ME THAT HE/SHE  
EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION EXPRESSED  
HEREIN.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2014.

NOTARY PUBLIC, STATE OF \_\_\_\_\_ MY COMMISSION EXPIRES  
ON: \_\_\_\_\_

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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 (VW1-90 DAY, VW2 180 DAY, **OR**  
VW3 ONE-YEAR) LONG-TERM WORK 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!**