



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: info@vippassports.com

*****ATTENTION*****

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

**THE ANGOLA CONSULATE IN HOUSTON WILL ONLY ACCEPT
APPLICATIONS FOR APPLICANTS RESIDING IN THE
FOLLOWING STATES:**

ALABAMA

LOUISIANA

OKLAHOMA

ARKANSAS

MISSISSIPPI

S. CAROLINA

FLORIDA

NEW MEXICO

TENNESSEE

GEORGIA

N. CAROLINA

TEXAS

*OUR OFFICE WILL BE AVAILABLE TO ASSIST ANY APPLICANTS
THAT RESIDE IN THE STATES LISTED ABOVE.*



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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 9) 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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CURRENT JURISDICTIONS FOR EMBASSY AND CONSULATE GENERALS OF ANGOLA IN THE UNITED STATES



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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>\$75.00</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:**

****VISA PROCESSING TIME**

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

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: 1-26-2016(JENN)



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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: 1-26-2016 (JENN)

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!