



VIP SERVICES

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

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____ - \$ _____
_____ - \$ _____
_____ - \$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: ANGOLA-LONG TERM WORK VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>2-TYPED</u>
PASSPORT TYPE PHOTO (S):	<u>3-COLOR</u>	TRAVEL ITINERARY:	<u>1 COPY</u>
POLICE CLEARANCE LETTER:	<u>1</u>	ORIGINAL CONTRACT:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	MEDICAL CERTIFICATE:	<u>1</u>

OTHER: PLEASE SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS. THE CONSULATE WILL NOT ACCEPT PHOTOS UNLESS THEY ARE TAKEN WITH A BUTTONED UP COLLARD SHIRT WITH NO NECK SKIN SHOWING AND CAN NOT BE DISPLAYING ANY EMBLEMS OR PRINTED MATERIAL.

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>\$3.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 15 DAYS
THE CONSULATE WILL ONLY ACCEPT APPLICATIONS ON MONDAY'S AND WEDNESDAY'S-EXPECT THE PROCESS TO TAKE 10 TO 15 BUSINESS DAYS TO PROCESS THE APPLICATION ONCE ALL THE DOCUMENTS HAVE BEEN SUBMITTED.

COMMENTS: IN THE EVENT YOU ARE REQUESTING THE APPLICATION TO BE SUBMITTED THE DAY WE RECEIVE THE APPLICATION-THEN PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00AM EARLY MORNING DELIVERY. THE CONSULATE IN HOUSTON WILL ONLY ACCEPT APPLICATIONS ON MONDAYS AND WEDNESDAYS AND WILL RELEASE PASSPORTS ON FRIDAYS (ONLY)

REVISED: 01-08-2011 (KS)

Specializing in Visas, Passports, Document Legalization and Translations

CHAPTER IX

WORK VISA



FOREIGNERS AND MIGRATION SERVICES

"FOR LEGALITY AND INTEGRITY"

ARTICLE 126 (OBJECTIVE)

The work visa allows an individual to perform his/her professional activity, which caused concession of the visa, and enables the visa holder to work exclusively for the employing/contracting entity who requested the visa (item 3, Article 51, Law #2/07, August 31).

ARTICLE 127 (VALIDITY)

1. The work visa enables the individual to remain in Angolan territory up to the term of the individual work contract, which may not exceed 36 months, according to Angolan legislation (article 11, Decree 6/01, January 19). The employer must request the renewal of the individual's visa every 12 months, under penalty of violation of the article 102, Law #2/07, August 31.

2. The work visa is valid for multiple entries into Angolan territory, it does not allow for permanent residence, and the individual's passport must be valid for at least 6 months over the period of time authorized for permanence in the visa (paragraph a), item 1, article 13 of the same Law).

ARTICLE 128 (USE)

The work visa must be used within 60 days after it has been granted, after which visa will be deemed invalid.

ARTICLE 129 (TYPE OF WORK VISA)

Work visa categories are as follows: A, B, C, D, E and F. They are classified according to the type of activity to be performed (article 52, Law #2/07, August 31).

ARTICLE 130 (DOCUMENTS REQUIRED FOR A VISA)

1. The Work Visa request must be submitted along with the following documents [for the following activities]:

1.1 Performance of a professional activity which falls within the scope of national reconstruction:

- a) Letter from the contracting entity to the Diplomatic and Consular Mission of Angola, with a copy to the Foreigners and Migration Services, requesting the visa and showing the following data for the Applicant:
 - Full name;
 - Nationality;
 - Name of parents;
 - Date of birth;
 - Number and validity of passport;
 - Profession and job that the individual will be performing.
- b) Fully completed form (capital letters or typewritten) in black ink and signed by visa Applicant or applicant;
- c) Copies of passport's main pages, as well as those pages containing information on travel history, etc.
- d) Three current, color, passport-type pictures.

1.2 Performance of professional activity in the oil and mining industries:

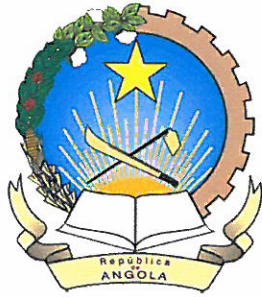
- a) Letter from the contracting entity to the Diplomatic and Consular Mission of Angola, with a copy to the Foreigners and Migration Services, requesting the visa and showing the following data for the Applicant:
 - Full name;
 - Nationality;
 - Name of parents;
 - Date of birth;
 - Number and validity of passport;
 - Profession and job the individual will be performing.
- b) Opinion issued by the competent Ministry;
- c) Fully completed form (in capital letters or typewritten) in black ink and signed by visa requestor or applicant;
- d) Copies of passport's main pages, as well as those pages containing information on travel history, etc.
- e) Three current, color, passport-type pictures.
- f) Work contract or secondment document;
- g) Diploma/Certificate of academic and/or professional skills translated into Portuguese, certified by notary and by the Diplomatic and Consular Mission of Angola;

- h) Criminal record letter or certificate issued by the Authorities of the country where applicant resides, translated into Portuguese and authenticated by the Diplomatic and Consular Mission of Angola;
- i) Declaration by which applicant promises to abide by the laws of the Republic of Angola;
- j) Medical certificate issued by the country of origin.

1.3 Performance of professional activity in any other industry not included in the above items [1.1 & 1.2]

- a) Letter from the contracting entity to the Diplomatic and Consular Mission of Angola;
- b) Fully completed form (in capital letters or typewritten) in black ink and signed by visa requestor or applicant;
- c) Declaration by which applicant promises to abide by the laws of the Republic of Angola;
- d) Work contract or contract-of-intent-to-work;
- e) Diploma/Certificate of academic and/or professional skills translated into Portuguese, certified by notary and by the Diplomatic and Consular Mission of Angola;
- f) *Curriculum Vitae* translated into Portuguese and certified;
- g) Criminal record letter or certificate issued by the Authorities of the country of habitual residence or country of origin of the applicant, translated into Portuguese and authenticated by the Diplomatic and Consular Mission of Angola;
- h) Medical certificate issued by the country of origin.
- i) Opinion from the Public Administration, Labor and Social Security Ministry (*Ministério da Administração Pública, Emprego e Segurança Social*) in case that applicant is being sponsored by government institutions or companies or, in the case of private institutions or companies, the Opinion from the Ministry governing the specific sector involved.
- j) Three current, color, passport-type pictures.
- l) Copies of passport's main pages, as well as those pages containing information on travel history, etc.
- m) Photocopy of the [Sponsor's] institution's or company's formation official authorization/registration [published in the *Diário da República*]¹;
- n) Photocopy of the economic activity license;
- o) Certificate of good standing showing payment of all fiscal obligations

¹ or country's official Diary

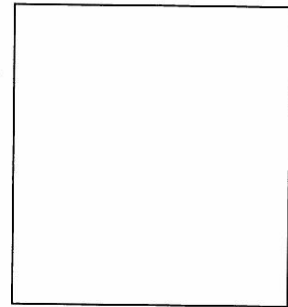


Republic of Angola
Consular mission in Houston - Texas
U.S.A

3040 Post Oak Blvd, Ste 780
Houston, Texas 77056

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

REQUEST OF VISA



WORK PERMIT VISA

PRIVILEGED VISA

RESIDENCE PERMIT VISA

STUDY PERMIT VISA

TEMPORARY RESIDENCE PERMIT

VISA FOR MEDICAL TREATMENT

Name: _____

Civil status: _____

Sex:

Date of Birth: _____

Place of Birth: _____

Country of Birth: _____

Nationality at Birth: _____

Present Nationality: _____

Passport No.: _____

Issued In: _____

On: _____

Valid Untill: _____

Profession: _____

Post Occupied: _____

Place of Work: _____

Place of Residence/State: _____ City: _____ Road: _____ Postal Code: _____

Telefax: _____ E-mail: _____ Telephone No.: _____

Father's Name: _____ Father's Nationality: _____

Mother's Name: _____ Mothe's Nationality: _____

Place of Lodging in Angola: _____

City: _____ Road: _____ House No.: _____

Name of the Person or Organization Responsible for Your Stay: _____

Province: _____ Municipality: _____ District: _____

Road: _____ House No.: _____

Date of Last Entry in Angola: _____ Bordr Used: _____

Children under age registered in the passport who will benefit from the visa

1. Name: _____ Born On: _____ Family Grade: _____

2. Name: _____ Born On: _____ Family Grade: _____

3. Name: _____ Born On: _____ Family Grade: _____

Name of the person or Organization applying for the visa : _____

TO BE FILLED BY THE APPLICANT OF WORK PERMIT

Name of the Contracting Organization: _____

Full Address in Angola: _____

Professional duties to carry out: _____

Date the Contract Starts: _____

Date the contract Ends: _____

Name of the Company or Service: _____

Full address in Angola: _____

TO BE FILLED BY THE APPLICANT OF VISA FOR MEDICAL TREATMENT

Name of the Hospital Unit: _____

Public:

Private:

Date the medical treatment ends: _____

Date of the probable termination of the medical treatment: _____

COMPLEMENTARY INFORMATION:			
- Did you ever travelled to Angola:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
- Do you already have a work permit:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
- Do you already have a residential card:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
- Have you ever been expelled from Angola:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
- Have you ever been denied an entry visa in Angola:	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Date _____	_____		
APPLICANT SIGNATURE			

TO BE FILLED BY THE CONSULAR MISSION:

Notes by the Responsible of the Consular Mission:

The Responsible

Date: _____

LEGIBLE SIGNATURE

TO BE FILLED BY S.M.E. - FOREIGN AND MIGRATION SERVICES

Notes of Registration of Behaviour / DDRA:

Date: _____

The Responsible

TO BE FILLED BY THE APPLICANT OF RESIDENCE PERMIT VISA

Reasons why you want to reside in Angola: _____

Temporary Definitely

Do you intend to reside with your family household? Yes No

Wife Husband Children Other

Means of subsistence: _____

Address in Angola: _____

TO BE FILLED BY THE APPLICANT OF TEMPORARY RESIDENCE PERMIT

Intend to stay in Angola with the following reason:

Humanitarian reasons To accomplish a mission in favour of a religious institution

To undertake scientific research work To accompany a family member

To be relative of the bearer of a valid residence authorization

To be married with a national citizen

Means of subsistence: _____

Address in Angola: _____

TO BE FILLED BY THE APPLICANT OF TEMPORARY RESIDENCE PERMIT

Name of the Investing Company: _____

Situation of the foreign citizen:

Investor

Representative

By Power of Attorney/ Warrant

Full address in Angola: _____

TO BE FILLED BY THE APPLICANT OF VISA TO STUDY

Reasons of the entry in Angola ?

To attend a programme of studies in schools:

Privates

Public

Vocational education to obtain an academic degree or profession

Date the education starts: _____

Date the education ends: _____

To undergo trainee programme in:

A Company or Public Services

A Company or Private Services

RESIDENCE PERMIT VISA

- The residence permit visa must be used within sixty days from the date it has been issued, and it allows the bearer to stay in the angolan national territory for a period of one hundred and twenty days, renewable for equal periods of time, until the final decision of the requested authorization of permanent residence is taken.
- The residence permit visa enables the bearer to exercise remunerated professional activity.

Nr. 2, 3 and 5 of article 51 of the Law nr. 2/07 of 31 August

TEMPORARY RESIDENCE PERMIT

- The temporary residence permit visa must be used within sixty days from the date it has been issued and allows the bearer multiple entries, and a stay up to three hundred and sixty five days, renewable successively until the end of the reason behind its concession.
- ATT: the validity of the temporary residence permit visa issued, cannot exceed the time of residence conceded to the beneficiary of the entry visa who originated its emission.
- The temporary residence permit visa does not allow its bearer to stay permanently in the angolan national territory.

Nr. 2, 3 and 4 of article 53 of the Law nr. 2/07 of 31 of August

WORK PERMIT VISA

- The work permit visa must be used within sixty days from the date it has been issued and it allows the bearer multiple entries and a stay in the country until the end of the work contract, and it is the duty of the employing institution to communicate the competent authority any alteration in the duration of the contract to the effect established in the law.
- The work permit visa only allows the bearer to exercise the professional activity that justified its emission and entitles him to solely dedicate to the service of the employing entity which requested it.
- The work permit visa does not allow the bearer to stay indefinitely in the angolan national territory

Nr. 2, 3 and 5 of article 51 of the Law nr. 2/07 of 31 August

PRIVILEGED VISA

- The privileged visa must be used within sixty days from the date it has been issued and allows the bearer multiple entries, and a stay up to two years, renewable for equal periods of time.
- If the request is made in the national territory, the visa is granted locally when presenting a certificate issued by the competent entity in charge of the investment's approval.
- The foreigner to whom the privileged visa is granted can, whenever he feels appropriate, request the residence authorization.
- To those in possession of a privileged visa of type A and B can be granted the title of residence in the terms of article 83 of the Law 2/07 of 31 August, and to the bearer of privileged visa of type C will be granted the title of residence corresponding to article 82 of the same Law.

Nr. 2, 3, 4 and 5 of article 49 of the Law nr. 2/07 of 31 August

STUDY PERMIT VISA

- The visa to study must be used within sixty days from the date it has been issued and allows its bearer to stay in the country for a period of one year, renewable for equal period of time, until the end of the studies and enables multiple entries.
- The visa to study does not allow the bearer to reside permanently in the national territory, neither the exercise of remunerated activities, except during the trainee programme related to professional training.

Nr. 2 and 3 of article 47 of the Law nr. 2/07 of 31 August

VISA FOR MEDICAL TREATMENT

- The visa for medical treatment must be used within sixty days from the date it has been issued and allows its bearer multiple entries, and a stay in the country of one hundred and eighty days.
- In well motivated cases, the visa for medical treatment can be renewed until the end of the treatment.
- The visa for medical treatment does not allow its bearer any labour activity, neither the permanent stay in the country.

Nr. 2, 3 and 4 of article 48 of the Law nr. 2/07 of 31 August.

Print Form

Reset Form

List of Consular Fees

Number	Type of Service	Cost (USD)
1	Ordinary Visa	\$ 141.00
	Urgent Ordinary Visa (VR2)	\$ 282.00
3	Work Visa Valid For 3 Months (VW1)	\$ 300.00
	Work Visa Valid For 6 Months (VW2)	\$ 500.00
	Work Visa Valid For 1 Year or More (VW)	\$ 700.00
	Residency Visa	\$ 1,200.00
	Temporary Residency Visa	\$ 1,200.00
	Privileged Visa	\$ 1,200.00
4	Transit Visa	\$ 50.00
5	Birth Registration Within the Legal Term	\$ 20.00
6	Birth Registration Past the Legal Term	\$ 35.00
7	Transcription of Each Birth Register	\$ 35.00
8	Transcription of Each Marriage Register	\$ 100.00
9	Transcription of Death Register	Free
10	Duplicated Issuance of Birth Certificate	\$ 15.00
11	Marriage Records	\$ 100.00
12	Marriage by Transcription	\$ 50.00
13	Complete Narrative Birth Certificate	\$ 30.00
14	Simple or Negative Narrative Certificate of Any Register	\$20.00
15	Marriage Certificate	\$ 30.00
16	Complete Copy of Marriage Certificate	\$20.00
17	Death Register	Free
18	Issuance of Ordinary Passport	\$ 62.00
19	Issuance of Diplomatic Passport	Free
20	Issuance of Work Passport	Free