



# VIP SERVICES

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)

## 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 \_\_\_\_\_

**Specializing in Visas, Passports, Document Legalization and Translations**



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: ANGOLA-SHORT TERM VISA (ONSHORE)

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>2-TYPED</u>
PASSPORT TYPE PHOTO (S):	<u>2-COLOR</u>	TRAVEL ITINERARY:	<u>2-COPIES</u>
COMPANY LETTER:	<u>2</u>	INT'L HEALTH CERT.:	<u>1-COPY</u>
COPY OF INVITATION:	<u>2</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEE NEXT PAGE FOR DETAILED INSTRUCTIONS.

**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>\$282.00</u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (PARTICULAR DAY PROCESSING)	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
SATURDAY DELIVERY	\$41.50
1 <sup>ST</sup> OVERNIGHT DLVY	\$75.00
AIRPORT DELIVERY-HOU	\$75.00
AIRPORT DELIVERY-IAH	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 2 TO 3 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON A PARTICULAR DAY RUSH PROCESS (\$50.00 SPECIAL HANDLING FEE).  
**PLEASE LIST HERE THE DATE YOU WANT THE VISA TO BE ISSUED:**  
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COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY.

REVISED: 01-08-2011 (KS)

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## ANGOLA-SHORT TERM VISA (ONSHORE)

IF YOU WILL BE TRAVELING TO ANGOLA FOR THE SOLE PURPOSE OF VISITING AN ONSHORE LOCATION, THEN PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

### SHORT TERM VISIT VISA (ONSHORE):

- 1.) SIGNED PASSPORT WITH THREE (3) CONSECUTIVE BLANK VISA PAGES AND WITH A MINIMUM OF SIX (6) MONTHS REMAINING VALIDITY
- 2.) (2) TWO PASSPORT-TYPE COLOR PHOTOGRAPHS (2"x 2") - WEARING A BUTTONED UP COLLARED SHIRT WITH NO NECK SKIN SHOWING - DISPLAYING NO EMBLEMS OR PRINTED INFORMATION
- 3.) (2) TWO TYPED COMPLETED VISA APPLICATION FORMS
- 4.) (2) TWO COPIES OF YOUR TRAVEL ITINERARY
- 5.) (2) TWO COPIES OF THE OFFICIAL INVITATION-CERTIFIED BY THE NOTARY PUBLIC AND BY THE ANGOLAN MINISTRY OF EXTERNAL RELATIONS-ISSUED BY THE ENTITY TO BE CONTACTED IN ANGOLA-PLEASE HAVE YOUR CONTACT ALSO FAX A COPY TO THE VISA SECTION ATTENTION VISA OFFICER AT 713-212-3841. PLEASE MAKE SURE THAT THE INVITATION IS REQUESTING THE CONSULATE TO ISSUE THE SHORT TERM VISA (TYPE "VCD").
- 6.) (2) TWO COMPANY LETTERS OF GUARANTEE (ORIGINALS)
- 7.) COPY OF THE INTERNATIONAL HEALTH CERTIFICATE
- 8.) CONSULATE FEE: \$282.00

**VALIDITY:** ONCE THE SHORT TERM VISIT VISA TYPE "VCD" HAS BEEN ISSUED YOU MUST ENTER ANGOLA WITHIN 72 HOURS FROM THE DATE THE VISA WAS ISSUED. THE SHORT TERM ONSHORE VISIT VISA TYPE "VCD" ALLOWS THE APPLICANT TO REMAIN IN ANGOLA FOR UP TO 7 DAYS AND IT CAN BE RENEWED IN ANGOLA FOR AN EQUAL NUMBER OF DAYS.

**SPECIAL NOTE:** WHEN APPLYING FOR A SHORT TERM ONSHORE VISA TYPE "VCD" THE CONSULATE IN HOUSTON WILL ONLY ACCEPT APPLICATIONS ON MONDAY'S AND WEDNESDAY'S BUT WILL ISSUE THE VISA AND RELEASE THE PASSPORT ON THE DESIGNATED DATE OF OUR CHOICE AS REQUESTED WHEN WE SUBMIT THE APPLICATION. **THE CONSULATE WILL NOT ISSUE A VCD VISA ON A MONDAY.** IF YOU WILL BE TRAVELING TO ANGOLA TO WORK OFFSHORE THEN YOU WILL NEED TO REQUEST AN OFFSHORE WORK VISA TYPE "VW1 OR VW2" (PLEASE SEE OTHER SET OF INSTRUCTIONS). IF YOU WILL BE TRAVELING TO ANGOLA FOR BUSINESS MEETINGS AND OR DISCUSSIONS YOU WILL NEED TO REQUEST AN ORDINARY BUSINESS VISA TYPE "VOR OR VR2" PLEASE SEE OTHER SET OF INSTRUCTIONS).

REVISED: 01-08-2011 (KS)



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### EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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

CONSULATE OF ANGOLA

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)

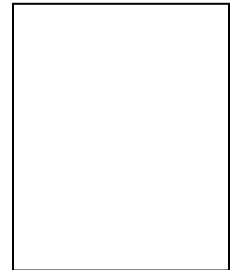
PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER. **DO NOT ATTENTION  
THIS LETTER TO VIP SERVICES!**



**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: \_\_\_\_\_

<b>Minors endorsed in your passport who will benefit from the visa</b>		
1. Name: _____	Born on _____	Relationship: _____
2. Name: _____	Born on _____	Relationship: _____
3. Name: _____	Born on _____	Relationship: _____

Name of Person or Entity requesting the visa: _____
---

<b>TO BE COMPLETED BY THE APPLICANT OF THE TRANSIT VISA</b>
---

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 \_\_\_\_\_

<b>TO BE COMPLETED BY THE APPLICANT OF THE TOURIST VISA</b>
---

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 _____	
_____	
	<b>LEGIBLE SIGNATURE</b>

**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.

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

Reset Form

Print Form