

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: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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BOLIVIA BUSINESS VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION:	1-ONLINE
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	CERT OF INCORP:	1-SEE NEXT PAGE
BANK STATEMENT:	1 COPY	TAX I.D. DOC:	1-SEE NEXT PAGE
INT'L HEALTH CERTIFICATE:	1-COPY	POLICE LETTER:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	4 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 4 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED 1-10-2019 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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BOLIVIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

- 1.) **U.S. PASSPORT, SIGNED**
 - MUST HAVE AT LEAST 1 BLANK VISA PAGE
 - MUST HAVE AT LEAST 6 MONTHS REMAINING VALIDITY
- 2.) **ONE (1) CURRENT PASSPORT-TYPE PHOTOGRAPH**
 - MUST HAVE WHITE BACKGROUND (2x2)
 - MUST HAVE BEEN TAKEN WITH IN THE PAST 6 MONTHS
- 3.) **[CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION FORM**
- 4.) **COMPANY LETTER OF GUARANTEE** (DETAILED – SEE EXAMPLE)
- 5.) **COPY OF MOST RECENT BANK STATEMENT**
- 6.) **COPY OF TRAVEL ITINERARY**
- 7.) **POLICE CLEARANCE LETTER** – SIGNED IN THE ORIGINAL AND ISSUED BY THE POLICE DEPARTMENT THAT HAS JURISDICTION OVER THE ADDRESS ON THE APPLICANT'S DRIVERS LICENSE
- 8.) **INTERNATIONAL HEALTH CERTIFICATE** IF YOU ARE PLANNING TO VISIT ONE OF THE TROPICAL AREAS IN BOLIVIA YOU WILL BE REQUIRED TO SUBMIT A COPY OF THE INTERNATIONAL HEALTH CERTIFICATE SHOWING INOCULATIONS FOR YELLOW FEVER ALONG WITH THE APPLICATION (PLEASE [CLICK HERE](#) TO DETERMINE IF YOUR DESTINATION WILL REQUIRE THAT YOU SUBMIT A COPY OF THE INTERNATIONAL HEALTH CERTIFICATE)
- 9.) **CERTIFICATE OF INCORPORATION** (MULTI-ENTRY REQUESTS ONLY)
 - ONLY REQUIRED WHEN APPLYING FOR A MULTIPLE ENTRY VISA
 - MUST BE LEGALIZED BY THE BOLIVIAN CONSULATE BEFORE IT CAN BE SUBMITTED WITH THE VISA REQUEST
- 10.) **TAX IDENTIFICATION NUMBER** (MULTI-ENTRY REQUESTS ONLY)
 - MUST BE A CERTIFIED PHOTO COPY OR THE ORIGINAL ELECTRONIC CERTIFICATION IF THE COMPANY WAS ESTABLISHED IN BOLIVIA

11.) **CONSULATE FEE:**

SINGLE-ENTRY BUSINESS VISA	\$85.00
MULTIPLE –ENTRY BUSINESS VISA	\$200.00

VALIDITY: BUSINESS VISAS ARE USUALLY VALID FOR EITHER SINGLE-ENTRY FOR 90 DAYS, OR MULTIPLE ENTRY VALID UP TO ONE YEAR. VISAS TYPICALLY ALLOW A STAY OF UP TO 30 DAYS. THE VALIDITY OF THE VISA IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

REVISED 1-11-2019 JENN

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

DATE: _____

EMBASSY/CONSULATE OF: _____

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.