



# 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\_\_\_\_\_





# 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)

## BOLIVIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

YOU CAN OBTAIN A TOURIST VISA ON ARRIVAL (AT ALL INTERNATIONAL ENTRY POINTS) FOR A STAY OF UP TO 30 DAYS ON EACH ENTRY. YOU MUST BE IN POSSESSION OF A VALID U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY) AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A TOURIST VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PHOTOGRAPH WITH RED BACKGROUND (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF THE TRAVEL ITINERARY
- 5.) COPY OF YOUR HOTEL CONFIRMATION OR A LETTER OF INVITATION FROM FRIENDS OF RELATIVES IN BOLIVIA
- 6.) COPY OF CURRENT BANK STATEMENT
- 7.) AN INTERNATIONAL HEALTH CERTIFICATE SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 8.) CONSULATE FEE: \$135.00

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PHOTOGRAPH WITH WHITE BACKGROUND (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) AN ORIGINAL COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF THE INVITATION
- 6.) AN INTERNATIONAL HEALTH CERTIFICATE SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 7.) A COPY OF THE TRAVEL ITINERARY
- 8.) CONSULATE FEE: \$85.00 (REGULAR PROCESS)  
\$125.00 (48 TO 72 HOUR RUSH)

**VALIDITY:** THE BUSINESS VISA IS VALID FOR A SINGLE ENTRY FOR A STAY UP TO 30 DAYS AND CAN BE EXTENDED IN COUNTRY, TO BE USED WITHIN 90 DAYS FROM THE DATE OF ISSUE. THE TOURIST VISA CAN BE ISSUED VALID FOR UP TO 5 YEARS THAT WILL ALLOW A STAY OF 30 DAYS PER ENTRY (UP TO 90 DAYS PER YEAR). THE VALIDITY OF THE VISA IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

REVISED: 01-29-2011 (KS)

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



# 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)

## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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)

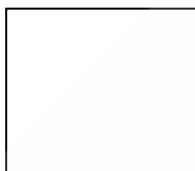
PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER. **DO NOT ATTENTION**  
**THIS LETTER TO VIP SERVICES!**



Ministerio de Relaciones Exteriores y Cultos de Bolivia  
 Viceministerio de Relaciones Exteriores y Cultos  
 Dirección General de Régimen Consular  
 www. rree.gov.bo



Ministerio de Gobierno  
 Viceministerio de Régimen Interior  
 Dirección Nacional de Migración  
 Avenida Camacho No. 1614  
 Tel/Fax (591-2) 2110960



No. \_\_\_\_\_

## DECLARACIÓN JURADA DE SOLICITUD DE VISA SWORN STATEMENT FOR VISA APPLICATION

**NOTA: No está permitido el cambio de status migratorio en Bolivia**  
**NOTE: It is forbidden to change the migratory status while in Bolivia.**

TIPO DE VISA REQUERIDA/TYPE OF VISA REQUESTED:

TURISTA/TOURIST  OBJETO DETERMINADO/SPECIFIC PURPOSE   
 ESTUDIANTE/STUDENT  EN TRANSITO/ TRANSIT

1. Apellidos/Surnames: .....	Primer nombre/First name: .....	Segundo nombre/Middle name: .....
Lugar y fecha de nacimiento Place and date of birth: .....	Nacionalidad/Nationality: .....	Estado civil/Marital status: Casado(a)/Married..... Soltero(a)/Single..... Viudo(a)/Widowed..... Separado/Separated..... Divorciado(a)/Divorced.....
Carnet de identidad/Nacional Identification Number:	Ocupación actual/Present occupation:	
Clase y número de pasaporte/Passport type and number: Lugar de emisión/Place of issuance: ..... Ciudad/City: ..... País/Country: .....	País donde se emitió/Issuing Country: ..... Fecha de emisión/Issuing date:..... Fecha de expiración/Expiration date:..... .....	
Teléfono de su residencia/Home phone number: ..... Teléfono donde trabaja/Work phone number: ..... Teléfono Celular/Mobile: ..... Buscapersona/Beeper number: ..... Dirección electrónica/Email address: .....		

Solicitó visa anteriormente?/Have you applied before for a visa?:		Si/Yes	No
Dónde?/Where?: .....			
Fecha/Date: .....			
		Cuánto tiempo desea permanecer en Bolivia?/How long do you intend to stay in Bolivia? .....	
Qué lugar le gustaría visitar?/Which place would you like to visit?: .....		Tiene familiares en Bolivia?/Do you have relatives in Bolivia?: Si/Yes No	
.....		Nombre completo/Full name:.....	
.....		Dirección/Street address:.....	
.....		Ciudad/City:.....	
		Teléfono/Telephone number:.....	

Persona(s) de contacto en caso de emergencia/Emergency contact:

2. Nombre completo/Full name: ..... Nombre completo/Full name: ..... Fecha de nacimiento/Date of birth: ..... Dirección donde vive/Home address: ..... Calle/Street address: .....		Dirección donde trabaja/Work address:..... ..... Calle/Street address:..... Ciudad/City:..... Estado o Departamento/State or Province:..... ..... Código Postal/Postal Code:..... País/Country:..... Teléfono/Telephone number:.....	
Lugar de la solicitud Place of the application:	Día/Day	Mes/Month	Año/Year

-----  
Firma del solicitante  
Signature of the applicant

-----  
Firma de la autoridad consular  
Signature of Consular Authority