



# 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: \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

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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## 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.) [CLICK HERE](#) TO COMPLETE ONE SIGNED ONLINE APPLICATION (**FAILURE TO DO SO WILL CAUSE DELAYS**)
- 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 (SEE FORM BELOW)
- 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: 02-17-2011 (KS)