



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#: _____

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

CREDIT CARD INFORMATION:

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

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: _____



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BURKINA FASO

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1-YEAR REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATIONS CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) YOUR INTERNATIONAL HEALTH CERTIFICATE
SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 6.) CONSULATE FEE:
 \$100.00 - MULTIPLE ENTRY (4-7 DAY PROCESS)
 \$150.00 - MULTIPLE ENTRY (2-3 DAY PROCESS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1-YEAR REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATIONS CAN BE COPIED)
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) YOUR INTERNATIONAL HEALTH CERTIFICATE
SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 6.) CONSULATE FEE:
 \$100.00 - MULTIPLE ENTRY (4-7 DAY PROCESS)
 \$150.00 - MULTIPLE ENTRY (2-3 DAY PROCESS)

VALIDITY: THE CONSULATE CAN ISSUE THE VISA VALID FROM 90 DAY TO A 5 YEAR MULTIPLE ENTRY. THE VALIDITY IS DETERMINED BY THE VISA OFFICER ON AN INDIVIDUAL CASE BY CASE BASIS.

REVISED: 04-22-2007



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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!**

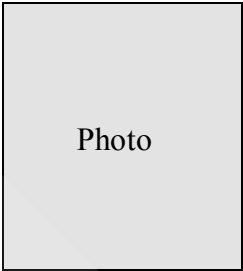
EMBASSY OF BURKINA FASO

2340 Massachusetts Avenue, N.W.

Washington D.C. 20008

Tel: (202) 332-5577

Fax: (202) 667-1882



VISA APPLICATION

Visa n° (for Embassy use only)

Mr., Mrs., Ms.
(first name first, please print)

Place and date of birth

Citizenship

U.S. Address

Occupation

Telephone: Home Work

Type of Passport : (check one) Regular Diplomatic
 Official Laissez-passer

Passport number Issued on in Valid until.....
(name of issuing country or Authority)

Number of entries requested Transit to

Purpose of trip (check one)
 Tourism Conference Business
 Transit Family Other

If other, please describe

Are you accompanied by children ? Yes No If yes, number Ages

Date of departure from U.S.

Date of arrival in Burkina Faso
Arrival by : Flight Road Train

Date of departure from Burkina Faso

Address in Burkina Faso

Please include the following :

Place and date of application

- original passport
 - 2 copies of this form
 - 2 ID photos
 -
 - \$100 up to 6 months multiple entries
 - \$150 one year multiple entries
- payable in money order or company check only
- yellow fever certificate
 - prepaid return self-addressed envelope with a tracking number

Signature of passport holder

VISA PROCESSING : 3 DAYS – RUSH FEE : \$ 50

- **US citizen** are eligible for 5 years multiple entries visa: fee \$ 100
- Please note, all fees are non refundable