



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#: _____

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: BURUNDI REPUBLIC BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>3</u>
PASSPORT TYPE PHOTO (S):	<u>3</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	INT'L HEALTH CERTIFICATE:	<u>1</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>
OTHER:	<u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>		
	<u> </u>		
	<u> </u>		

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

FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE:	<u>\$90.00</u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>4 TO 7 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50		

COMMENTS:

REVISED: 10-02-2011 (KS)



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BURUNDI REPUBLIC

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (3) THREE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (3) THREE COMPLETED APPLICATIONS
- 4.) AN INVITATION LETTER BY FAMILY MEMBER OR FRIENDS
- 5.) A COPY OF YOUR ROUNDTRIP TRAVEL ITINERARY
- 6.) A COPY OF YOUR HOTEL CONFIRMATION
- 7.) A VALID INTERNATIONAL HEALTH CERTIFICATE
SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 8.) CONSULATE FEE: \$90.00 - 60 DAY MULTIPLE ENTRY

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (3) THREE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (3) THREE COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A VALID INTERNATIONAL HEALTH CERTIFICATE
SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 7.) CONSULATE FEE: \$90.00 - 60 DAY MULTIPLE ENTRY

VALIDITY:

VISAS ARE VALID FOR MULTIPLE ENTRIES AND ARE TO
BE USED WITHIN (60) SIXTY DAYS FROM THE DATE OF
ISSUE.

REVISED: 10-02-2011 (KS)



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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 the Republic of Burundi
2233 Wisconsin Avenue, N.W. Suite 212
Washington, D.C. 20007
Tel (202)342-2574, Fax (202)342-2578

VISA APPLICATION FORM

Name:

Place and Date of Birth:

Marital Status:

Nationality at Birth: Actual Nationality.....

Occupation:

Current Mailing Address:

Father's Name:

Mother's Name:

Passport Number or other travel document designation:

Issued by: Valid until:

Place of stay in Burundi:

Reason for traveling to Burundi:

Length of stay in Burundi: Date of entry in Burundi:

Number of entries considered by the applicant:

Reference in Burundi:

Contact phone number:

Signature of applicant:

Reserved to the authority granting the visa

Visa Fee: Number of Visa: Issuance Date.....

For the Ambassador

First Counselor