



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__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: BURUNDI REPUBLIC TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>3</u>
PASSPORT TYPE PHOTO (S):	<u>3</u>	ROUNDTRIP ITINERARY:	<u>1-COPY</u>
LETTER OF INVITATION:	<u>1</u>	INT'L HEALTH CERTIFICATE:	<u>1</u>
HOTEL CONFIRMATION:	<u>1-COPY</u>	RELEASE LETTER:	<u>N/A</u>
OTHER: <u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</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:	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*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:	_____
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)

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