



VIP PASSPORT SERVICES, INC.

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: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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CAMEROON BUSINESS VISA NON-U.S. PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	YELLOW FEVER IMMUNIZATION:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS. IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA PLEASE BE SURE TO SEND A COPY OF YOUR INVITATION REQUESTING THE MULTIPLE ENTRY VISA TO BE ISSUED.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 12 DAYS

*** ONCE THE APPLICATION HAS BEEN SUBMITTED TO THE CONSULATE, IT MAY NOT BE CANCELLED. THE CONSULATE ONLY ACCEPTS APPLICATIONS ON WEDNESDAYS AND FRIDAYS.

COMMENTS: EXPECT THE PROCESS TO TAKE A MINIMUM OF 10 TO 12 DAYS IN THE CONSULATE TO COMPLETE THE PROCESS. PLEASE SUBMIT YOUR APPLICATION AS EARLY AS POSSIBLE TO AVOID ANY UNFORSEEN DELAYS. THE EMBASSY RECOMMENDS THAT YOU DO NOT BUY YOUR AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN-HAND.

REVIS E D:3-28-2016 (JENN)



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CAMEROON BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT** (MUST HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY AND AT LEAST 1 BLANK VISA PAGE)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS**
- 4.) **PROOF OF LEGAL U.S. STATUS:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF THE FRONT/BACK OF THE U.S. GREEN CARD ORIGINAL US VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 5.) **COMPANY LETTER OF GUARANTEE**
- 6.) **COPY OF INVITATION**
- 7.) **COPY OF CONFIRMED TRAVEL ITINERARY** OR AIRLINE TICKETS
- 8.) **COPY OF INTERNATIONAL HEALTH CERTIFICATION** SHOWING YELLOW FEVER IMMUNIZATION
- 9.) **CONSULATE FEE:**
 - \$93.00 – SINGLE ENTRY VISA
 - \$93.00 – (90) NINETY DAY MULTI-ENTRY VISA
 - \$184.00 - (6) SIX MONTH MULTI-ENTRY VISA

PROCESS TIME: **CONSULATE ONLY ACCEPTS AND/OR RELEASES APPLICATIONS ON WEDNESDAY AND FRIDAY. PROCESS TIME STARTS ONCE THE DOCUMENTS HAVE BEEN SUBMITTED TO THE CONSULATE FOR PROCESSING.**

VALIDITY: TOURIST VISAS ARE NORMALLY VALID FOR SINGLE OR MULTIPLE ENTRIES, TO BE USED WITHIN (90) NINETY DAYS FROM THE DATE OF ISSUE. BUSINESS VISAS ARE NORMALLY ISSUED FOR MULTIPLE ENTRIES VALID UP TO 6 MONTHS AS REQUESTED IN YOUR COMPANY AND INVITATION LETTER. YOU MUST MAKE YOUR 1ST ENTRY INTO CAMEROON WITHIN 90 DAYS FROM THE DAY THE VISA WAS ISSUED. THE VALIDITY TIME OF THE VISA AND THE LENGTH OF STAY IS DETERMINED ON A CASE BY CASE BASIS BY THE ISSUING VISA OFFICER. NOT ALWAYS WILL THE EMBASSY ISSUE A MULTIPLE ENTRY VISA.

SPECIAL NOTES: IF WE APPLY FOR A 6 MONTH MULTIPLE ENTRY VISA AND THE CONSULATE ONLY ISSUES A SINGLE ENTRY VISA OR A 90 DAY VISA, THE CONSULATE WILL NORMALLY MAIL A REFUND TO THE APPLICANT'S ADDRESS LISTED ON THE APPLICATION.

REVISED: 12-22-2016 (SW)

Specializing in Visas, Passports, Document Legalization and Translations



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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 CAMEROON**

Tél. : (202) 265-8790

Fax : (202) 387-3826

Email: cs@cameroonembassyusa.org



**AMBASSADE DE LA REPUBLIQUE
DU CAMEROUN**

3400 International Drive, N.W.

Washington, DC 20008

www.cameroonembassyusa.org

VISA APPLICATION / DEMANDE DE VISA

(WRITE IN CAPITAL LETTERS ONLY / ECRIRE EN LETTRES MAJUSCULES SEULEMENT)

1.	<p style="text-align:center;"><u>TRAVELER'S IDENTITY / IDENTITE DU VOYAGEUR</u></p> <p>Surname: _____ Given Name(s): _____ <i>Nom de Famille Prénom(s)</i> Maiden Name (*): _____ Date of Birth: _____ / _____ / _____ <i>Nom de Jeune Fille Date de Naissance Day/Jour Month/Mois Year/Année</i></p> <p>Place of Birth: City: _____ State: _____ Country: _____ <i>Lieu de Naissance Ville Etat Pays</i></p> <p>Citizenship: Origin: _____ Current: _____ <i>Nationalité Origine Actuelle</i></p> <p>Date of Naturalization (*): _____ / _____ / _____ (*) If Applicable <i>Date de Naturalisation Day/Jour Month/Mois Year/Année Si cela s'applique</i></p>	<p>Photograph (Staple or glue the photo)</p> <p>2 inches X 2 inches</p> <p><i>Photographie</i> (Agrafer ou coller la photo)</p>
2.	<p>Parents' Names : Father: _____ Mother: _____ <i>Noms des Parents Père Mère</i></p> <p>Marital Status: <input type="checkbox"/> Single/Célibataire <input type="checkbox"/> Married^(a)/Marié(e) <input type="checkbox"/> Divorced/Divorcé(e) <input type="checkbox"/> Widow(er)/Veuf(ve) <i>Situation Matrimoniale</i> <input type="checkbox"/> Unmarried but Living with a Partner^(a)/Pas Marié(e) mais Vivant en Couple</p> <p>^(a) Spouse's or partner's name, sex and phone number: <i>Nom, sexe et numéro de téléphone de l'époux(se) ou du(de la) partenaire</i> _____</p> <p>Children: Number: _____ Age Range: <input type="checkbox"/> 0 - 5 <input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input type="checkbox"/> Over 15 / Plus de 15 <i>Enfants Nombre Tranche d'Age</i></p>	
3.	<p style="text-align:center;"><u>TRAVELER'S PASSPORT / PASSEPORT DU VOYAGEUR</u></p> <p>Passport N°: _____ Issuing Country or Authority: _____ <i>N° de Passeport Pays ou Autorité Emettrice</i> Date of Issue: _____ Place of Issue: _____ Date of Expiration: _____ <i>Date de Délivrance Lieu de Délivrance Date d'Expiration</i></p>	
4.	<p>Profession: _____ Employer: _____ Military Status: _____ <i>Profession Employeur Situation Militaire</i></p>	
5.	<p>Traveler's Home Address In the United States: Street Address _____ Apt. N°: _____ <i>Adresse du Domicile du Voyageur aux Etats-Unis : Rue N° d'Apt</i> City: _____ State: _____ Zip Code _____ Country: _____ <i>Ville Etat Code Zip Pays</i></p> <p>Contact Information: Phone #: (_____) _____ E-mail: _____ <i>Contact N° de téléphone</i></p> <p>Emergency Contact: Name _____ Phone #: (_____) _____ Relationship _____ <i>Contact en Cas d'Urgence Nom N° de Téléphone Lien / Relation</i></p>	
6.	<p style="text-align:center;"><u>TYPE AND DURATION OF VISA REQUESTED / NATURE ET DUREE DU VISA SOLLICITE</u></p> <p>Reason(s) for Traveling: <input type="checkbox"/> Tourism/Tourisme <input type="checkbox"/> Business/Affaires <input type="checkbox"/> Studies/Etudes <input type="checkbox"/> Family/Famille <input type="checkbox"/> Visit/Visite <i>Motif(s) du Voyage</i> <input type="checkbox"/> Official/Officiel <input type="checkbox"/> Transit/Transit <input type="checkbox"/> Other/Autre: _____</p> <p>Length of stay: <input type="checkbox"/> _____ Days <input type="checkbox"/> 1 Month <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Other: _____ <i>Durée du séjour</i> <i>Jours 1 mois 3 Mois 6 Mois Autre</i></p> <p>Number of Entries: <input type="checkbox"/> Single/Unique <input type="checkbox"/> Multiple/Multiple</p>	
<p>RESERVED TO THE CONSULAR SERVICE / RESERVE AU SERVICE CONSULAIRE</p> <hr/> <hr/> <p>DATE _____ VISA N° _____</p>		

7. TRAVEL PLANS / PLANS DE VOYAGE

Place of departure (City/State/Country): _____ Date of departure (DD/MM/YYYY): _____
Lieu de départ (Ville/Etat/Pays) Date de départ (JJ/MM/AAAA)

Transiting through (List airports, cities and countries, and transit dates) / *Transitant par (Citer les aéroports, villes et pays, et les dates de transit)*

Place of entry in Cameroon: _____ Date of entry (DD/MM/YYYY): _____ By Air Land Sea
Lieu d'entrée au Cameroun Date d'entrée (JJ/MM/AAAA) Par voie Aérienne Terrestre Maritime

Place of departure from Cameroon: _____ Date of departure (DD/MM/YYYY): _____ By Air Land Sea
Lieu de départ du Cameroun Date de départ (JJ/MM/AAAA) Par voie Aérienne Terrestre Maritime

8. REFERENCES IN CAMEROON AND ADDRESS DURING YOUR STAY / REFERENCES AU CAMEROUN ET ADRESSE PENDANT VOTRE SEJOUR

Notes: (1) When indicating the addresses/destinations: specify the quarter/village/area, the city and region, any landmark near the location.
(2) In case of multiple references/relatives or addresses/destinations during your stay in Cameroon: type the additional information on a separate letter-size sheet of paper titled "Section 8 – Addendum: Additional References/Relatives" or "Section 8: Addendum: Additional Addresses/Destinations".

Notes: (1) *Lorsque vous spécifiez les adresses/destinations: précisez le quartier, la zone ou le village, la ville et la région, tout point de repère reconnu à proximité.*
(2) *En cas de références/attaches familiales ou bien adresses/destinations multiples pendant votre séjour au Cameroun: saisir les informations additionnelles sur une feuille de papier de format lettre et inscrire comme titre « Section 8 – Addendum : Références/Attaches Familiales Additionnelles » ou bien « Section 8 – Addendum : Adresses/Destinations Additionnelles ».*

References in Cameroon: Name of individual and/or organization: _____
References in Cameroon Nom de l'individu et/ou de l'organisation

Address: _____
Adresse

Phone #: (_____) _____ E-mail: _____ Relationship: _____
N° de Téléphone Lien / Relation

Address/destination during your stay in Cameroon : Care of: _____ Name of Individual / Organization / Hotel: _____
Adresse/destination pendant votre séjour au Cameroun : Sous-couvert Nom de l'individu / l'Organisation / l'Hôtel

Address: _____
Adresse

Phone #: (_____) _____ E-mail: _____ Relationship: _____
N° de Téléphone Lien / Relation

Relatives in Cameroon: Name _____ Phone #: (_____) _____ Relationship _____
Attaches familiales au Cameroun Nom N° de Téléphone Lien de parenté

Address: _____
Adresse

9. Have you ever visited Cameroon? If yes, When?
Avez-vous déjà visité le Cameroun? Si oui, A quelle(s) date(s)? _____

Have you ever made an uninterrupted stay of more than three (03) months in Cameroon? YES/OU^(b) NO/NON
Avez-vous déjà habité le Cameroun pendant plus de trois (03) mois sans interruption ?

^(b) Specify the dates / Précisez à quelles dates: _____

Give names and addresses of businessmen/manufacturers you wish to meet if this is a business trip
Indiquez les noms et adresses des commerçants/industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires: _____

Do you intend to establish a business in Cameroon? YES/OU^(c) NO/NON
Comptez-vous installer au Cameroun un commerce ou une industrie ?

^(c) Please specify/explain : _____
Veillez Spécifier/Expliquer _____

10. Do you agree not to accept any employment, either at a salary or for room and board during your stay in Cameroon, not to seek to remain in Cameroon permanently and to leave the Cameroonian territory at the expiration of the visa that may be granted to you?
Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour au Cameroun, à ne pas chercher à vous y installer définitivement et à quitter le territoire à l'expiration du visa qui vous sera éventuellement accordé? YES/OUI NO/NON

11.

- **My signature engages my responsibility and exposes me, in case of false statements, and in addition to any penalties imposed by law, to be denied any Cameroonian visa in the future.**
Ma signature engage ma responsabilité et m'expose, en sus de poursuites prévues par la loi en cas de fausse déclaration, à me voir refuser tout visa camerounais à l'avenir.
- **A form that is not properly filled-out will not be considered and is subject to rejection.**
Un formulaire indûment rempli ne sera pas pris en considération et fera l'objet d'un renvoi.

Signature (Must be that of the applicant, or legal guardian if the applicant is a minor)
(Doit être celle du demandeur, ou du tuteur légal si le demandeur est mineur) _____

Date _____