



# 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](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: \_\_\_\_\_  
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 <sup>ST</sup> 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 1<sup>ST</sup> 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](mailto:cs@cameroonembassyusa.org)



**AMBASSADE DE LA REPUBLIQUE  
DU CAMEROUN**

3400 International Drive, N.W.

Washington, DC 20008

[www.cameroonembassyusa.org](http://www.cameroonembassyusa.org)

**VISA APPLICATION / DEMANDE DE VISA**

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

<b>1.</b>	<p style="text-align: center;"><b><u>TRAVELER'S IDENTITY / IDENTITE DU VOYAGEUR</u></b></p> <p>Surname: _____ Given Name(s): _____  <i>Nom de Famille</i> <i>Prénom(s)</i>  Maiden Name(*): _____ Date of Birth: _____ / _____ / _____  <i>Nom de Jeune Fille</i> <i>Date de Naissance</i> Day/Jour Month/Mois Year/Année</p> <p>Place of Birth: City: _____ Country: _____  <i>Lieu de Naissance</i> <i>Ville</i> <i>Pays</i></p> <p>Nationality: Origin: _____ Current: _____  <i>Nationalité</i> <i>Origine</i> <i>Actuelle</i></p> <p>Date of Naturalization(*): _____ / _____ / _____ (*) If Applicable  <i>Date de Naturalisation</i> Day/Jour Month/Mois Year/Année <i>Si cela s'applique</i></p>	<p>Photograph (Staple or glue the photo)</p> <p><b>2 inches X 2 inches</b></p> <p><i>Photographie</i> (Agrafer ou coller la photo)</p>
<b>2.</b>	<p>Parents' Names : Father: _____ Mother: _____  <i>Noms des Parents</i> <i>Père</i> <i>Mère</i></p> <p>Marital Status: <input type="checkbox"/> Single/Célibataire <input type="checkbox"/> Married<sup>(a)</sup>/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<sup>(a)</sup>/Pas Marié(e) mais Vivant en Couple</p> <p><sup>(a)</sup> 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</i> <i>Nombre</i> <i>Tranche d'Age</i></p>	
<b>3.</b>	<p style="text-align: center;"><b><u>TRAVELER'S PASSPORT / PASSEPORT DU VOYAGEUR</u></b></p> <p>Passport N°: _____ Issuing Country or Authority: _____  <i>Passeport N°</i> <i>Pays ou Autorité Emettrice</i>  Date of Issue: _____ Place of Issue: _____ Date of Expiration: _____  <i>Date de Délivrance</i> <i>Lieu de Délivrance</i> <i>Date d'Expiration</i></p>	
<b>4.</b>	<p>Profession: _____ Employer: _____ Military Status: _____  <i>Profession</i> <i>Employeur</i> <i>Situation Militaire</i></p>	
<b>5.</b>	<p>Traveler's Home Address In the United States: Street Address _____ Apt. N°: _____  <i>Adresse du Domicile du Voyageur aux Etats-Unis :</i> <i>Rue</i> <i>N° d'Apt</i>  City: _____ State: _____ Zip Code _____ Country: _____  <i>Ville</i> <i>Etat</i> <i>Code Zip</i> <i>Pays</i></p> <p>Contact Information: Phone #: (_____) _____ E-mail: _____  <i>Contact</i> <i>Numéro de Tél.</i></p> <p>Emergency Contact: Name _____ Phone #: (_____) _____ Relationship _____  <i>Contact en Cas d'Urgence</i> <i>Nom</i> <i>Numéro de Tél.</i> <i>Lien / Relation</i></p>	
<b>6.</b>	<p style="text-align: center;"><b><u>TYPE AND DURATION OF VISA REQUESTED / NATURE ET DUREE DU VISA SOLLICITE</u></b></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>Stay of / Séjour de: <input type="checkbox"/> _____ Days <input type="checkbox"/> 1 Month <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Other: _____  <i>Jours</i> <i>1 mois</i> <i>3 Mois</i> <i>6 Mois</i> <i>Autre</i></p> <p>Entries / Entrées: <input type="checkbox"/> Single/Unique <input type="checkbox"/> Multiple/Multiple</p>	
<p><b>RESERVED TO THE CONSULAR SERVICE / RESERVE AU SERVICE CONSULAIRE</b></p>		
<p>DATE _____ VISA N° _____</p>		

**7. TRAVEL PLANS / PLANS DE VOYAGE**

Date of departure from USA: \_\_\_\_\_ Place of departure from USA: \_\_\_\_\_  
*Date de départ des Etats-Unis* *Lieu de départ des Etats-Unis*

Date of entry in Cameroon: \_\_\_\_\_ Place of entry in Cameroon: \_\_\_\_\_  
*Date d'entrée au Cameroun* *Lieu d'entrée au Cameroun*

Date of departure from Cameroon: \_\_\_\_\_ Place of departure from Cameroon: \_\_\_\_\_  
*Date de départ du Cameroun* *Lieu de départ du Cameroun*

Where do you intend to go when leaving Cameroon?: \_\_\_\_\_  
*Où comptez-vous vous rendre en sortant du Cameroun?*

Specify your exact addresses during your stay in Cameroon: \_\_\_\_\_  
*Indiquez vos adresses exactes au Cameroun pendant votre séjour*

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**8.** 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<sup>(b)</sup>  NO/NON  
*Avez-vous déjà habité le Cameroun pendant plus de trois (03) mois sans interruption ?*

<sup>(b)</sup> Specify the dates: \_\_\_\_\_  
*Précisez à quelles dates* \_\_\_\_\_

Relatives in Cameroon (name, relationship, exact address and phone #) / *Attaches familiales au Cameroun (nom, lien de parenté, adresses exactes et n° de tél.)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**9.** References in Cameroon (name, relationship, exact address, and phone #) / *Références au Cameroun (nom, relation, adresse exacte et n° de tél.)*  
 \_\_\_\_\_  
 \_\_\_\_\_

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<sup>(c)</sup>  NO/NON  
*Comptez-vous installer au Cameroun un commerce ou une industrie ?*

<sup>(c)</sup> Please specify/explain : \_\_\_\_\_  
*Veillez Spécifier/Expliquer* \_\_\_\_\_

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**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 Cameroon 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

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**11.** **Note regarding relatives/references, their contact information (address/phone number) and the traveler's address during the stay in Cameroon**  
**Remarque concernant les attaches familiales/références, leurs coordonnées (adresse/téléphone) et l'adresse du voyageur pendant le séjour au Cameroun**

When indicating relatives or references in Cameroon, specify the relationship to said relatives or references and a contact phone number.  
When indicating exact addresses, be as precise as possible, indicating the city/village, the quarter, any landmark near the place of residence, the name and contact information (phone number) of the hosting party; **if necessary, the additional information can be typed on a separate sheet of letter-size paper.**

*En indiquant les attaches familiales ou les références au Cameroun, spécifier le lien de parenté/la relation et inclure un numéro de téléphone.*  
*En indiquant les adresses exactes, être aussi précis(e) que possible, indiquer la ville/le village, le quartier, tout point de repère reconnu à proximité du lieu de résidence, le nom et les coordonnées (numéro de téléphone) de l'hôte; si nécessaire, les informations supplémentaires peuvent être saisies sur une feuille de papier additionnelle de format lettre.*

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**12.**

- **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 Cameroon 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.**

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