



# 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 TOURIST VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	CONFIRMED ITINERARY:	<u>1-COPY</u>
BANK STATEMENT:	<u>1-COPY</u>	INT'L HEALTH CERTIFICATE:	<u>1-COPY</u>
HOTEL CONFIRMATION:	<u>1-COPY</u>	INVITATION:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<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, THE PROCESS CANNOT 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 CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE NON REFUNDABLE OR NON CHANGEABLE AIRLINE TICKETS.

RE V I S E D: 12-22-2016 (SW)



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## CAMEROON

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) TWO (2) COMPLETED APPLICATIONS
- 4.) COPY OF CONFIRMED TRAVEL ITINERARY OR AIRLINE TICKETS
- 5.) COPY OF HOTEL CONFIRMATION
- 6.) COPY OF CURRENT BANK STATEMENT SHOWING AT LEAST \$100.00 PER DAY OF STAY
- 7.) INTERNATIONAL HEALTH CERTIFICATE SHOWING PROOF OF YELLOW FEVER IMMUNIZATION
- 8.) CONSULATE FEE: \$93.00 – SINGLE ENTRY VISA  
\$184.00 – 90-DAY MULTIPLE ENTRY VISA

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) TWO (2) COMPLETED APPLICATIONS
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) COPY OF INVITATION
- 6.) COPY OF CONFIRMED TRAVEL ITINERARY OR AIRLINE TICKETS
- 7.) INTERNATIONAL HEALTH CERTIFICATE SHOWING PROOF OF YELLOW FEVER IMMUNIZATION
- 8.) CONSULATE FEE:  
\$93.00 – SINGLE ENTRY VISA  
\$184.00 – 90-DAY MULTIPLE ENTRY VISA  
\$184.00 – 6-MONTH MULTIPLE ENTRY VISA

CONTINUED→



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**PROCESS TIME: CONSULATE ONLY ACCEPTS AND/OR RELEASES APPLICATIONS ON WEDNESDAYS 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 AT THE ADDRESS LISTED ON THE APPLICATION. **U.S. CITIZENS BORN IN CAMEROON DO NOT NEED TO PROVIDE A BANK STATEMENT. THE CONSULATE REQUIRES THE CAMEROON PASSPORT BE SUBMITTED WITH THE VISA APPLICATION OR A WRITTEN LETTER ADDRESSED TO THE EMBASSY STATING WHAT HAS HAPPENED TO THE CAMEROON PASSPORT IF IT IS NO LONGER AVAILABLE.****

REVISED: 05-06-2016 (KAT)

**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 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><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 Père 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 <input type="checkbox"/> Unmarried but Living with a Partner<sup>(a)</sup>/Pas Marié(e) mais Vivant en Couple</i></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 Nombre 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>N° de Passeport Pays ou Autorité Emettrice</i></p> <p>Date of Issue: _____ Place of Issue: _____ Date of Expiration: _____  <i>Date de Délivrance Lieu de Délivrance Date d'Expiration</i></p>	
<b>4.</b>	<p>Profession: _____ Employer: _____ Military Status: _____  <i>Profession Employeur 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 : Rue N° d'Apt</i></p> <p>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>	
<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 <input type="checkbox"/> Official/Officiel <input type="checkbox"/> Transit/Transit <input type="checkbox"/> Other/Autre: _____</i></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 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><b>RESERVED TO THE CONSULAR SERVICE / RESERVE AU SERVICE CONSULAIRE</b></p>		
<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)*

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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*

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**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*

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**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<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: \_\_\_\_\_

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:* \_\_\_\_\_

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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 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

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**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.*

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**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** \_\_\_\_\_