



# 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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## CENTRAL AFRICAN REPUBLIC BUSINESS VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>1-COPY</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE(S) 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: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

#### **\*FEDERAL EXPRESS FEES:**

PRIORITY LETTER	\$29.50
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: 4 TO 7 DAYS

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 2-1-2016 (JENN)



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## **CENTRAL AFRICA REPUBLIC BUSINESS VISA** ***U.S. PASSPORT HOLDER***

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT** (*MINIMUM OF 1 YEAR REMAINING VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS**
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 5.) **ONE (1) COPY OF INVITATION**
- 6.) **ONE (1) COPY OF ROUND-TRIP AIRLINE TICKETS** OR TRAVEL ITINERARY
- 7.) **ONE (1) INTERNATIONAL HEALTH CERTIFICATE WITH A CURRENT YELLOW FEVER VACCINATION** (*A CLEAR COPY WILL BE ACCEPTABLE*)
- 8.) **CONSULATE FEE:**  
    **\$150.00 – SINGLE ENTRY, 3 MONTHS**  
    **\$200.00 – MULTIPLE ENTRY, 6 – 12 MONTHS**

**VALIDITY:** VISAS ARE VALID FOR A (90) NINETY DAY MULTIPLE ENTRY AND ARE ISSUED ON A CASE BY CASE BASIS.

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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!**

MINISTERE DES AFFAIRES ETRANGERES

-----  
AMBASSADE DE LA REPUBLIQUE CENTRAFRICAINE  
A WASHINGTON, DC - USA

**DEMANDE DE VISA/VISA APPLICATION**

(à remplir lisiblement / please fill out the application readily)

Nom de Famille.....  
Last Name

Né (e).....  
Maiden Name

Prénoms.....  
First Name

Né le ..... à .....  
Born on ..... Place of Birth

Nationalité d'Origine ..... Actuelle.....  
Nationality at Birth ..... Present Nationality

**PHOTO**

Situation de Famille..... Enfants: Nombre ..... Age....  
Marital Status ..... Children: Number ....Age ...

Domicile Habituel.....  
Permanent Address

Résidence Actuelle.....  
Present Address

No. de Téléphone.....  
Telephone Number

Profession .....  
Occupation

Nom et Adresse de l'Employeur.....  
Name and Address of Employer

No. de Téléphone .....  
Telephone Number

Situation Militaire.....  
Military Status

Nature du Visa Sollicité.....  
Type of Visa Requested

Transit avec Arrêt \_\_\_\_\_ jours    Transit sans Arrêt \_\_\_\_  
Transit with Stopover \_\_\_\_ day (s)    Transit without Stopover \_\_\_\_

Court Séjour de \_\_\_\_ mois \_\_\_\_\_ entrée (s) \_\_\_\_  
Short Stay of \_\_\_\_ month (s) \_\_\_\_ entry (ies) \_\_\_\_ day (s)

Long Séjour de un an avec \_\_\_\_\_ entré (es) \_\_\_\_ jour (s)  
Long Stay one year with \_\_\_\_\_ entry (ies) \_\_\_\_ day (s)

Motif détaillé du voyage.....  
Reason of the trip

Etes-vous déjà allé en RCA?.....  
Have you already visited CAR ?

A quelle date? .....  
If so, when?

Référence dans le pays de résidence.....  
Reference in the counrty where you live

Indication précise du lieu d'entrée en RCA.....  
Port of entry in CAR

Date prévue pour le voyage..... Mode de transport utilisé.....  
Planned date for your visit Means of transportation

Adresse prévue en RCA.....  
Planned address/contact in CAR

Comptez-vous installer un commerce ou une industrie en RCA ?.....  
Are you considering or planning to start a business in CAR?

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour en RCA et à ne chercher à vous installer définitivement et à QUITTER LE TERRITOIRE DE LA RCA A L'EXPIRATION DU VISA qui vous sera éventuellement accordé.

I agree NOT to accept any remuneration for employment of any kind during my stay in Central African Republic, nor to seek permanent residence and I agree TO LEAVE THE COUNTRY AT THE EXPIRATION OF THE VISA which will eventually be granted to me.

Ma signature engage ma responsabilité et m'expose aux poursuites prévues par la Loi en cas de FAUSSE DECLARATION à me voir REFUSER TOUT VISA A L'AVENIR.

I certify that every statement made herein is true and correct and that any FALSE DECLARATION on my part may result in the denial of a further visa by the Central African Republic.

Fait à ..... le .....  
Done at on

Signature .....