



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_  
  
AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
  
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# VIP Services

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)

## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: COLOMBIA TEMPORARY WORK VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT: \_\_\_\_\_ APPLICATION (S): \_\_\_\_\_  
PASSPORT TYPE PHOTO (S): \_\_\_\_\_ ITINERARY/TICKET: \_\_\_\_\_  
COMPANY LETTER: 1-NOTARIZED DRIVERS LICENSE: \_\_\_\_\_  
COPY OF INVITATION: \_\_\_\_\_ RELEASE LETTER: \_\_\_\_\_  
OTHER: USA PASSPORT HOLDERS DO NOT REQUIRE A WORK VISA TO  
COLOMBIA FOR A STAY UP TO 30 DAYS. YOU NEED TO CARRY A  
A NOTARIZED-TRANSLATED AND APOSTILLED COMPANY LETTER.

---

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

---

### FEES PER PERSON:

1 PAGES TRANSLATION INTO SPANISH: \$55.00  
VIP SERVICE FEE: \$75.00  
MONEY ORDER FEE: \$3.00  
OTHER FEES: FEDEX TO AND FROM AUSTIN \$58.00  
APOSTILLE SEAL (TEXAS ONLY): \$15.00  
\*ADD RETURN FEDERAL EXPRESS FEE: \_\_\_\_\_  
**TOTAL: (NO PERSONAL CHECKS PLEASE)** \_\_\_\_\_

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER \$29.00 AVERAGE PROCESSING TIME 3-5 DAYS  
2-DAY LETTER \$23.50  
3-DAY LETTER \$19.50 PREPARED BY: \_\_\_\_\_  
SATURDAY LETTER \$41.50  
TODAY'S DATE: \_\_\_\_\_

---

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

REVISED: 01-01-2012 (KS)

**Specializing in Visas, Passports, Document Legalization and Translations**



## CONSULADO GENERAL DE COLOMBIA

### ENTRANCE AND STAY PERMIT

The Administrative Department of Security - DAS - may grant an Entrance and Stay Permit to foreign visitors when a visa to enter the country is not required, prior the presentation of a valid passport and a ticket to exit the country.

#### WHO CAN OBTAIN THIS PERMIT?

**Tourist Visitor:** To fulfill activities of resting and relaxation for a period of ninety (90) calendar days, which can be extended up to ninety (90) additional days within the same calendar year.

**Temporary Visitor:** For the foreigner who participates in academic activities, seminars, conferences, symposiums, exhibits, courses, special studies, not longer than an academic semester; medical treatment, interviews for employment in public or private enterprises; to attend commercial and/or business interviews, up to one-hundred and eighty (180) calendar days within the same calendar year.

To participate in sporting, scientific, and cultural, unpaid and free of charge events, it is required that the corresponding institution or enterprise extend an application by which it assumes responsibility and justifies the admittance of the foreigner to the country during the duration of the event. The application must be presented by the foreigner at the time of entrance to the country.

For the foreigner who intends to perform journalistic activities in order to cover a particular event; to the journalist reporter, photographer, or who shows proof of being part of a journalistic team, up to the length of time of the events to be covered.

For the foreigners needed to give training to private or public enterprises, upon the presentation of a letter of responsibility from the enterprise, justifying the presence of the foreigner. The length of the permit will be up to thirty (30) calendar days.

In the event of academic activities, seminars, conferences, symposiums, exhibitions, courses or special studies, the foreigner must present, upon arrival, a letter of invitation, registration or acceptance by the corresponding entity.

**Technical Visitor:** To the foreigner who, upon judgment of the immigration authority, must enter the national territory in order to lend urgent technical services to public or private enterprises, prior the presentation of a letter of responsibility from the entity by which it justifies the urgency of the required services. The length of the permit will be up to thirty (30) calendar days.

The letter of responsibility addressed to the DAS, must include the presentation of the applicant, his/her position and justification of the services, by a detailed explanation of the reasons of the trip. It must agree to assume responsibility for the expenses of the trip, including the return to the country of origin or to the country of his/her last residence. It must be **TRANSLATED INTO SPANISH, NOTARIZED**, and the original, as well as the copies (if required) must be **APOSTILLED**.



## CONSULADO GENERAL DE COLOMBIA

### **THE FOREIGNER MUST PRESENT UPON ARRIVAL**

- A valid passport.
- The letter of responsibility from the enterprise, explaining the purpose of the trip, and a return ticket.

If more time is required for the technical assistance, the foreigner must apply for a **WORK VISA**.

### **ENTRANCE PERMIT OF A GROUP IN TRANSIT**

The DAS may grant Entrance Permit for a length of time up to seventy two (72) hours to passengers of a group in transit, from ships or tourist cruises that would visit the Colombian sea and river ports and who re-embark in the same ship.

For that purpose, the migratory authority of the port must receive, with seventy-two (72) hours of anticipation, from the Captain of the Ship or from the responsible maritime agency, the list of the passengers and the ship's crew who will disembark, with the indication of valid passport or similar document, of each one of them, and the length of the visit.

It is understood, by ships or cruisers, those of international voyage, whose boarding passengers take part in a group program, and who have foreseen temporary tourist stops in one or more different ports.

Likewise, the DAS may grant a permit to passengers, or a group in transit who disembark in the sea or river port, for the strictly necessary length of time, in order to travel to another country through the airport of the same city. Also, to passengers of international flights, who arrive to the airport to embark in the ships or cruisers from those countries for which a visa is not required.

In all cases the passengers must present, upon arrival at the air or sea port, a credential extended by the sea line or airline which confirms them as passengers or members of the group in transit, stating their personal data, their residence and nationality.

The persons that need to disembark in the Colombian territory, in order to travel to another country, will only need the entrance permit extended by the migratory authority, for the required time and as long as it refers to foreigners who do not require a visa to enter the country.

When referring to migratory control, it is understood for calendar year the period from the first (1) of January and the thirty-first (31) of December. No foreigner that enters the country as a visiting tourist or temporary visitor will be permitted to stay for more than one hundred and eighty (180) continuous or discontinuous days within the same calendar year.

**THIS PERMIT APPLIES ONLY TO THOSE COUNTRIES WHICH WHICH COLOMBIA  
HAS SUBSCRIBED AGREEMENTS OF VISA EXEMPTION**



## VIP SERVICES

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)

### EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

THE ADMINISTRATIVE DEPARTMENT OF SECURITY -DAS:

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.

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! MAKE SURE THE LETTER IS NOTARIZED.**



Libertad y Orden

## CONSULADO GENERAL DE COLOMBIA

COUNTRIES THAT WILL NOT REQUIRE A TOURIST AND VISITOR VISA TO ENTER  
COLOMBIA (RESOLUCIÓN 5707 DEL 05/11/08)

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1. Alemania                   | 44. Islandia                     |
| 2. Andorra                    | 45. Islas Marshall               |
| 3. Antigua y barbuda          | 46. Islas Salomón                |
| 4. Argentina                  | 47. Israel                       |
| 5. Australia                  | 48. Italia                       |
| 6. Austria                    | 49. Jamaica                      |
| 7. Bahamas                    | 50. Japón                        |
| 8. Barbados                   | 51. Letonia                      |
| 9. Bélgica                    | 52. Liechtenstein                |
| 10. Belice                    | 53. Lituania                     |
| 11. Bolivia                   | 54. Luxemburgo 55. Malasia       |
| 12. Brasil                    | 56. Malta                        |
| 13. Brunei – Darussalam       | 57. México                       |
| 14. Bután                     | 58. Micronesia                   |
| 15. Canadá                    | 59. Mónaco                       |
| 16. Checa (República)         | 60. Noruega                      |
| 17. Chile                     | 61. Nueva Zelanda                |
| 18. Chipre                    | 62. Países Bajos                 |
| 19. Corea (República de)      | 63. Palau                        |
| 20. Costa rica                | 64. Panamá                       |
| 21. Croacia                   | 65. Papua Nueva Guinea           |
| 22. Dinamarca                 | 66. Paraguay                     |
| 23. Dominica                  | 67. Perú                         |
| 24. Ecuador                   | 68. Polonia                      |
| 25. El Salvador               | 69. Portugal                     |
| 26. Emiratos Arabes Unidos    | 70. Reino Unido                  |
| 27. Eslovaquia                | 71. República Dominicana         |
| 28. Eslovenia                 | 72. Rumania                      |
| 29. España                    | 73. Saint Kitts & Nevis          |
| 30. Estados Unidos de América | 74. Samoa                        |
| 31. Estonia                   | 75. San Marino                   |
| 32. Fiji                      | 76. Santa Lucía                  |
| 33. Filipinas                 | 77. Santa Sede                   |
| 34. Finlandia                 | 78. San Vicente y las Granadinas |
| 35. Francia                   | 79. Singapur                     |
| 36. Granada                   | 80. Suráfrica                    |
| 37. Grecia                    | 81. Suecia                       |
| 38. Guatemala                 | 82. Suiza                        |
| 39. Guyana                    | 83. Suriname                     |
| 40. Honduras                  | 84. Trinidad y Tobago            |
| 41. Hungría                   | 85. Turquía                      |
| 42. Indonesia                 | 86. Uruguay                      |
| 43. Irlanda                   | 87. Venezuela                    |

Individuals holding HONG-KONG-SARG passport do not require visa.