



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_____

Specializing in Visas, Passports, Document Legalization and Translations



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CONGO BUSINESS VISA INSTRUCTION SHEET

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	COMPANY LETTER:	<u>1</u>
TRAVEL ITINERARY:	<u>1-COPY</u>	INVITATION LETTER:	<u>1-COPY</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>\$200.00</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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 6 TO 8 DAYS

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 08-10-2017 (SDL)



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CONGO BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) U.S. PASSPORT
 - MUST BE VALID FOR A MINIMUM OF 6 MONTHS
 - HAVE AT LEAST 1 BLANK VISA PAGE
- 2.) TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) TWO (2) COMPLETED APPLICATIONS
- 4.) LETTER OF INVITATION FROM THE INVITING COMPANY IN CONGO. THE CONSULATE WILL ACCEPT A SIGNED COPY OF THE LETTER AS LONG AS IT IS VERY CLEAR.
- 5.) A U.S. COMPANY LETTER OF GUARANTEE DETAILING THE FOLLOWING REQUIREMENTS:
 - ON U.S. BASED COMPANY LETTERHEAD
 - ADDRESSED TO THE EMBASSY OF THE REPUBLIC OF CONGO VISA SECTION
 - STATING THE NATURE OF BUSINESS TO BE PERFORMED
 - DETAIL THE NAME AND ADDRESS OF A REFERENCE TO BE CONTACTED IN THE REPUBLIC OF CONGO.
 - GUARANTEE OF SUFFICIENT FUNDS AND A RETURN TRANSPORTATION.
- 6.) COPY OF TRAVEL ITINERARY
- 7.) CONSULATE FEE: \$200.00

VALIDITY: BUSINESS VISAS ARE TYPICALLY ISSUED AND VALID FOR ENTRY WITHIN 30 (THIRTY) DAYS FROM THE DAY THE VISA IS ISSUED AND WILL ALLOW FOR A STAY UP TO THIRTY (30) DAYS. THE VALIDITY OF THE VISA AND THE ALLOWED LENGTH OF STAY IS ISSUED AT THE DISCRETION OF THE VISA OFFICER.

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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!

25. Avez-vous déjà habité le Congo pendant plus de 3 mois? <input type="checkbox"/> OUI(yes) <input type="checkbox"/> NON(no) <i>Have you ever lived in the Congo for more than 3 months?</i>	
26. A quelle(s) date(s)? <i>On which date(s)?</i>	
27. Date d'arrivée et lieu d'entrée <i>Date of arrival and port of entry</i>	28. Date de départ et lieu de sortie <i>Date of departure and port of exit</i>
29. Indications de vos adresses exactes durant votre séjour <i>Indication of your exact addresses during your stay in Congo</i>	
30. Comptez-vous installer un commerce ou une industrie au Congo? <input type="checkbox"/> OUI(yes) <input type="checkbox"/> NON(no) <i>Do you intend to set up a firm or manufacturing unit in Congo?</i>	
31. Où comptez-vous vous rendre en quittant le Congo? <i>Where do you intend to go when leaving the Congo?</i>	

Ma signature engage ma responsabilité et m'expose aux poursuites prévues par la loi en cas de fausse déclaration et à me voir refuser tout visa à l'avenir.

I hereby certify to the truth of all the above, I realize that any false statement renders me liable to legal suit, and that I may be denied any visa in the future.

Lieu et date <i>Place and date</i>	Signature (Pour les mineurs, signature de l'un des parents/du tuteur légal) <i>(For minors, signature of one of the parents/legal guardian)</i>
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OFFICIAL USE ONLY

AVIS ADMINISTRATIF

Fac-similé du visa apposé sur le passeport de l'intéressé

Visa n°.....

Pour permettre à Mr.....

De nationalité..... titulaire du present passeport de séjourner en

République du Congo pour une période de

Allant du au

WASHINGTON DC, LE