

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: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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COTE d'IVOIRE BUSINESS VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	2
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	INVITATION:	1
INT'L HEALTH CERTIFICATE:	1	HOTEL CONFIRMATION:	1*

OTHER: *SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES:	
RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED 10-6-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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COTE d'IVOIRE (IVORY COAST) BUSINESS VISA **U.S. PASSPORT HOLDER**

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **U.S. PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS** – THE EMBASSY REQUESTS THE APPLICATIONS ARE PRINTED FRONT AND BACK ON ONE PIECE OF PAPER (DOUBLE-SIDED)
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **HOTEL CONFIRMATION** (IF AVAILABLE)
- 6.) **INVITATION FROM THE SPONSORING COMPANY**
- 7.) **INTERNATIONAL HEALTH CERTIFICATE** SHOWING YELLOW FEVER VACCINATION
- 8.) **COMPANY LETTER OF GUARANTEE**
- 9.) **CONSULATE FEES:** \$150.00

VALIDITY: MULTIPLE ENTRY VISAS ARE VALID FOR (12) TWELVE MONTHS FROM DATE OF ISSUE, WITH A LENGTH OF STAY OF UP TO THREE (3) MONTHS PER ENTRY.

REVISED 10-6-2018 JENN



Embassy of Côte d'Ivoire

2424 Massachusetts Ave NW
Washington, DC 20008

Section Consulaire de:



DEMANDE POUR UN VISA DE UN JOUR A TROIS MOIS

Application for a day to three months visa

*A remplir tres lisiblement
To be legibly filled out*

Type your text

Nom: _____
(En Capitales)
Family Name

Née: _____
(Nom de Jeune fille)
Maiden Name

Prénoms: _____
(En Minuscules)
First and Middle Names

Né le : _____ à : _____
Date of Birth Place of Birth

Nationalité
Nationality

D'origine: _____
Of origin

Actuelle: _____
Present

Naturalisé le: _____
Naturalized on date

Situation de famille: _____ Nombre d'enfants: _____ Age: _____
Family status (single, married, divorced, etc.) Number of children Age

Domicile habituel: _____
Permanent residence

Residence actuelle (Adresse Exacte): _____
Present residence (exact address)

Profession: _____ Téléphone: _____
Occupation Phone#

Situation militaire: _____
Military status

Nature et durée du visa sollicité:
(Le cadre ci-contre doit être rempli par le
Demandeur qui rayera les mentions inutiles)

*Nature and length of visa requested:
(this box must be filled in by applicant who will
cross out the lines not pertaining to his application)*

Séjour de: _____
Duration of stay

N°

Photographie
Photograph

Passeport N° _____
Passport #

Delivré le: _____
Date of issue

Par: _____
place of issue

Valable jusqu'au: _____
Valid until

Carte d'identité
Identity card

Nature
N° _____

Delivrée le: _____
Date of issue

Par: _____
by whom

Valable jusqu'au: _____
Date of expiration

Motifs détaillés du voyage:
Reasons for traveling in detail

Avez-vous déjà habité la Côte d'Ivoire pendant plus de trois mois sans interruption?
Have you already made an uninterrupted stay of more than three month in Ivory Coast?

Précisez à quelle date:
Give the exacte date

Indiquez avec precision les noms et les adresses (rue et numero) des commerçants
ou industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires:
*Give exact names and addresses (street and number) of businessmen
or manufactures you wish to see if this a business trip*

Attaches familiales en Côte d'Ivoire (Adresses exactes: rue et n°)
Any relatives in Ivory Coast (exact addresses: street and n#)

Références en Côte d'Ivoire (Nom, téléphone et adresse):
References in Ivory Coast (Name, phone and address)

Références aux Etats-Unis d'Amerique (Adresses exactes, rue et n°):
Reference in USA: (Exact addresses: street and #)

Indication précise du lieu d'entrée en Côte d'Ivoire: Date:
Specify place of entry in Ivory Coast Date

Indication de vos adresses exactes (rue et numero de téléphone):.....
en Côte d'Ivoire pendant que vous y séjournez
Specify your correct address (street and phone#) during your stay in Ivory Coast

Comptez-vous installer en Côte d'Ivoire un commerce ou une industrie?
Do you intend to establish a business or industry in Ivory Coast?

Où comptez-vous vous rendre en sortant de la Côte d'Ivoire?
Where are you planning to go while leaving Ivory Coast?

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour en Côte d'Ivoire, à ne pas chercher à vous y installer définitivement et à quitter le territoire ivoirien à l'expiration du visa qui vous sera éventuellement accordé?
Do you agree not to accept any employment either at a salary or for room and board during your stay in Ivory Coast, not to seek to remain in Ivory Coast permanently and to leave Ivory Coast territory at the expiration of the visa which may be granted you?

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 à l'avenir
My signature renders me responsible and in case of any false statements, in addition to any penalties imposed by law, I understand that I may be refused any Ivory Coast visa in the future

A le
At the (date)

Signature
Signature of passport holder

Pour l'usage du bureau seulement
For the office use only

REPUBLIQUE DE COTE D'IVOIRE
AMBASSADE DE COTE D'IVOIRE
section consulaire de washington, dc

NOM :
PRENOM :
N° VISA :
NATURE DU VISA :
VALABLE POUR : VOYAGE :
UTILISABLE JUSQU'AU :
POUR UN SEJOUR DE :
A COMPTER DU :

AVIS IMPORTANT
IL EST INTERDIT AU TITULAIRE DU PRESENT VISA DE
S'INSTALLER EN REPUBLIQUE DE COTE D'IVOIRE OU
D'Y EXERCER UN ACTIVITE AUTRE QUE CELLE QU'IL A
DECLARE Y VENIR EXERCER.
WASHINGTON, DC, LE

P/L'AMBASSADEUR & P.O

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.