



# 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\_\_

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



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## COTE d'IVOIRE (IVORY COAST) 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>
COMPANY LETTER:	<u>1</u>	HOTEL CONFIRMATION:	<u>N/A</u>
INT'L HEALTH CERTIFICATE:	<u>1</u>	INVITATION:	<u>1-COPY</u>

OTHER: PLEASE 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>\$150.00</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
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 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: 12-7-217 (JENN)



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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: 12-7-2017 (JENN)**



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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!**

**AMBASSADE DE COTE D'IVOIRE  
AUX ETATS-UNIS D'AMERIQUE**

Section Consulaire de:

**DEMANDE POUR UN VISA  
DE UN JOUR A TROIS MOIS**

à remplir très lisiblement  
To be legibly filled out

Nom: \_\_\_\_\_

(En capitales)  
Family name (Print)

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 \_\_\_\_\_  
naturalised on (date)

Situation de famille: \_\_\_\_\_ Enfants: Nombre: \_\_\_\_\_ âge: \_\_\_\_\_  
Family status (single, married, divorced, etc.) Children: number (age)

Domicile habituel: \_\_\_\_\_  
(permanent residence)

Résidence actuelle: (Adresse exacte) \_\_\_\_\_  
Present residence (exact address)

Profession: \_\_\_\_\_ Téléphone: \_\_\_\_\_  
Occupation Phone No.

Situation militaire: \_\_\_\_\_  
Military status

Nature et durée du visa sollicité:  
(La 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 #)  
délivré le \_\_\_\_\_  
(Date of issue)  
par \_\_\_\_\_  
(Place of Issue)  
valable jusqu'au \_\_\_\_\_  
(Valid Until)  
Carte d'identité  
(Card of identity)  
Nature: \_\_\_\_\_  
n° \_\_\_\_\_  
(#)  
délivrée 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 months in Ivory Coast?

Précisez à quelle date: \_\_\_\_\_  
Give exact date

Indiquez avec précision les noms et les adresses (rue et n°) des commerçants ou des industriels que vous désirez rencontrer  
s'il s'agit d'un voyage d'affaires: \_\_\_\_\_  
Give exact names and addresses (street and no.) of businessmen or manufacturers you wish to see if this is a business trip

Attaches familiales en Côte d'Ivoire (Adresses exactes: rue et n° \_\_\_\_\_  
Any relatives in Ivory Coast (exact addresses: street and no.) \_\_\_\_\_

Références en Côte d'Ivoire (Nom et adresse): \_\_\_\_\_  
References in Ivory Coast (exact name and address) \_\_\_\_\_

Références aux Etats-Unis: (Adresses exactes, rue et n°) \_\_\_\_\_  
References in U.S.A.: (exact addresses: street and no.) \_\_\_\_\_

Indication précise du lieu d'entrée en Côte d'Ivoire? \_\_\_\_\_ Date \_\_\_\_\_  
Specify place of arrival in Ivory Coast

Indication de vos adresses exactes (rue et numéro) en Côte d'Ivoire pendant que vous y séjournez: \_\_\_\_\_  
Specify your correct address (street and no.) during your stay in the 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 Côte d'Ivoire? \_\_\_\_\_  
Where do you expect to go when 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 A 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 \_\_\_\_\_ 19\_\_\_\_  
At: \_\_\_\_\_, the \_\_\_\_\_ (date)

Signature:  
(signature of passport holder)

POUR L'USAGE DU BUREAU SEULEMENT  
For office use only  
**REPUBLIQUE DE CÔTE D'IVOIRE,**  
**AMBASSADE DE CÔTE D'IVOIRE,**  
**SECTION CONSULAIRE DE WASHINGTON**

NOM \_\_\_\_\_  
PRÉNOMS \_\_\_\_\_  
NO. VISA \_\_\_\_\_  
NATURE DU VISA \_\_\_\_\_  
VALABLE POUR \_\_\_\_\_ VOYAGE \_\_\_\_\_  
UTILISABLE JUSQU' AU \_\_\_\_\_  
POUR UN SÉJOUR DE \_\_\_\_\_  
A COMPTER DU \_\_\_\_\_

AVIS IMPORTANT  
IL EST INTERDIT AU TITULAIRE DU PRÉSENT  
VISA DE S'INSTALLER EN RÉPUBLIQUE DE  
CÔTE D'IVOIRE OU D'Y EXERCER UNE  
ACTIVITÉ AUTRE QUE CELLE QU'IL A  
DÉCLARÉ Y VENIR EXERCER.  
WASHINGTON, LE \_\_\_\_\_

P. L'AMBASSADEUR P.O.