



# 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#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

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

AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

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: \_\_\_\_\_

RESERVATION NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: COTE de IVOIRE (IVORY COAST)-TOURIST

### 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>N/A</u>	HOTEL CONFIRMATION:	<u>1-COPY</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>\$3.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### \*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: 4-7 DAYS

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

REVISED: 01-01-2012 (KS)

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



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## COTE de IVOIRE (IVORY COAST)

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS-THE EMBASSY WANTS THE APPLICATION TO BE PRINTED FRONT AND BACK ON ONE PIECE OF PAPER (DOUBLE SIDED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) HOTEL CONFIRMATION (**SEE NOTES BELOW**)
- 6.) INVITATION-IF STAYING WITH FAMILY/FRIEND
- 7.) INTERNATIONAL HEALTH CERTIFICATE SHOWING YELLOW FEVER VACCINATION
- 8.) CONSULATE FEES: \$150.00

### BUSINESS VISA:

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

VALIDITY: MULTIPLE ENTRY VISAS ARE VALID FOR (3) THREE MONTHS FROM DATE OF ISSUE AND YOU CAN STAY UP TO (3) THREE MONTHS.

**NOTES:** IF YOU ARE TRAVELING ON BUSINESS OR AS A TOURIST AND YOU DO NOT HAVE AN INVITATION THE EMBASSY WILL ACCEPT A HOTEL CONFIRMATION IN ITS PLACE.

REVISED: 01-27-2010 (SDL)

**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.