



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





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## DJIBOUTI

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  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$50.00

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE FEE: \$50.00

VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE USED  
WITHIN (30) THIRTY DAYS FROM THE DATE OF ISSUE.

REVISED: 01-01-2006



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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!**

**EMBASSY OF THE REPUBLIC OF DJIBOUTI IN WASHINGTON, D.C.**

1156 - 15<sup>TH</sup> Street, N.W. # 515, Washington, D.C. 20005

PHOTO

**VISA APPLICATION**

**DEMANDE DE VISA**

O [ ] CD [ ] SV [ ] UN/LP [ ] ST/REF [ ]

**NAME**

**NOM:** .....  
(FIRST) (MIDDLE NAME) (LAST)

**OTHER NAMES**

**AUTRES NOMS:** .....

**SEX** FEMALE [ ] MALE [ ]  
**SEXE:** FEMININ [ ] MASCULIN [ ]

**MARITAL STATUS:** SINGLE [ ] MARRIED [ ] DIVORCED [ ] WIDOWED [ ]  
**ETAT CIVIL:** CELIBATAIRE [ ] MARIE (E) [ ] DIVORCE (E) [ ] VEUF (VE) [ ]

**PLACE & DATE OF BIRTH**

**LIEU ET DATE DE NAISSANCE:** .....

**NATIONALITY: PRESENT**

**FORMER**

**NATIONALITE: ACTUELLE:** ..... **D'ORIGINE:** .....

**HOME ADDRESS**

**DOMICILE HABITUEL:** .....

**TEL: (OFF)** ..... **(RES)** .....

**PRESENT ADDRESS**

**RESIDENCE ACTUELLE:** .....

**TEL: (OFF)** ..... **(RES)** .....

**OCCUPATION**

**PROFESSION OU QUALITE:** .....

**EMPLOYERS**

**EMPLOYEURS:** .....

**PASSPORT NUMBER**

**PLACE OF ISSUE**

**NUMERO DE PASSEPORT:** ..... **LIEU DE DELIVRANCE:** .....

**ISSUED ON**

**DATE DE DELIVRANCE:** .....

**VALID UNTIL**

**VALABLE JUSQU'AU:** .....

ACCOMPANYING CHILDREN  
ENFANTS, S'ILS ACCOMPAGNENT LE REQUERANT:  
NAMES  
NOMS: .....

PURPOSE OF TRIP: TOURISME (OTHER)  
MOTIF DU VOYAGE: TOURISME (AUTRES)  
.....

BUSINESS TRIP  
VOYAGE D'AFFAIRES:  
NAMES & ADDRESSES OF FIRMS OR INDIVIDUALS  
ADRESSES ET NOMS DES PERSONNES A RENCONTRER:  
.....

DURATION OF STAY IN DJIBOUTI  
DUREE DE SEJOUR A DJIBOUTI: .....

PROBABLE DATE OF ENTRY INTO DJIBOUTI  
DATE APPROXIMATIVE D'ENTREE A DJIBOUTI:  
.....

DATE(S) OF EARLIER VISITS TO DJIBOUTI  
DATE(S) DE VISITES ANTERIEURES A DJIBOUTI:  
.....

ADDRESS WHILE IN DJIBOUTI  
ADRESSE A DJIBOUTI PENDANT VOTRE SEJOUR:  
.....

MEANS OF SOURCES OF INCOME  
CONDITION D'HEBERGEMENT ET RESSOURCES:  
.....

DATE: .....

APPLICANT'S SIGNATURE  
SIGNATURE DU REQUERANT: .....

**FOR OFFICIAL USE**

**EMPLACEMENT RESERVE  
A L'ADMINISTRATION**

NATURE DU VISA  
.....

DUREE MAXIMUM  
.....

DATE DE DELIVRANCE  
.....

NO. DU VISA DELIVRE  
.....

NOMBRE D'ENTREE (S)

1      2      P .....

**AVIS ET OBSERVATION**