



VIP SERVICES

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: _____

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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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: DJIBOUTI TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u> </u>	DRIVERS LICENSE:	<u> </u>
COPY OF INVITATION:	<u> </u>	RELEASE LETTER:	<u> </u>
OTHER:	<u> </u>		
	<u> </u>		
	<u> </u>		

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

FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE:	<u>\$50.00</u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>4-7 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50	TODAY'S DATE:	<u> </u>

COMMENTS:



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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

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

1156 - 15TH 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