

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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DOMINICAN REPUBLIC 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):	1-TYPED
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	POLICE LETTER:	1-NOTARIZED
COPY OF INVITATION:	1	HOTEL CONFIRMATION:	N/A

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

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:	10 TO 15 DAYS

COMMENTS: _____

REVISED: 5-1-2018(JENN)

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DOMINICAN REPUBLIC BUSINESS VISAS

Business Visas are issued for travelers with business, professional or commercial purposes. They are granted for one (1) entry within 60 days of issue and may be renewed upon request within the period of validity. Business visa with multiple entries will be issued if the person needs to travel more frequently to the country. The visa is valid for one (1) year during which the beneficiary may not remain in the country for more than two (2) consecutive months.

Requirements to obtain the Business Visa:

1. Visa Form, either typed or printed.
2. One (1) passport-type picture, 2 x 2 inches, with a white background.
3. Original passport valid for at least the duration of the requested visa or longer.
4. Document of proof of the type of business to be carried out in the Dominican Republic. It may be a document from the institution, agency or company, at which business activities will take place in the Dominican Republic.
5. Photocopy of a National Identity Document of the country of nationality and legible photocopy of the Residence Card if residing in a second country
6. Photocopy of former Dominican Visas or Residence Card (if renewal)
7. Criminal Record Certificate
 - Must be issued by the proper authorities of the country in which the person resides at the time of application. This document must be notarized, translated into Spanish and both the original document and translation must be apostilled. Once the original document is apostilled, it can be sent for translation at the Consulate
 - Must have been issued within the last 30 days
8. Visa Application Letter from the beneficiary or from the company.
 - Must be addressed to the Consulate containing name, nationality, place of residence and occupation.

CONTINUED →

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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TIME & FEES:

- The processing time will be approximately 10-15 business days, depending on the date of travel and prior requests and staff availability.
- Business Visa with Multiple Entries (for 1 Year): \$125.00 USD
- Business Visa with one (1) entry (for 60 Days): \$115.00 USD

BUSINESS VISA FOR EMPLOYMENT PURPOSES:

Business Visas are issued for work purposes to those will remain in the Dominican Republic for a year without necessarily having to leave the country. The visa is usually awarded to those who are fulfilling fixed-term contracts in public or private companies established in the country and may be renewed for further periods of one year while the employment contract is still valid. Beneficiaries of this visa can apply for a driver's license, open a bank account and enjoy applicable custom facilities.

Requirements to obtain a Business Visa for Employment Purposes:

1. Visa form filled out neatly, either typed or printed.
2. One (1) frontal picture, 2 x 2 inches, with a white background/
3. Original passport valid for at least the duration of the requested visa or longer.
4. Resolution of the Ministry of Labor of the Dominican Republic.
 - This resolution is issued by the Labor Department of Ministry, legitimizing the applicant's employment contract in the Dominican Republic, which specifies the employee's position within the company, contract length, and salary to be received.
5. Medical Certificate: showing a diagnosis of the overall health of the applicant, indicating if he or she suffers from any contagious disease. it must be issued by the appropriate health authorities of the country in which the person resides at the time of application. This document must be notarized, translated into Spanish and both the original and translation must be apostilled. Once the original document is apostilled, it can be sent for translation at the Consulate (click here to see the translation services).

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6. Criminal Record Certificate

- Must be issued by the proper authorities of the country in which the person resides at the time of application. This document must be notarized, translated into Spanish and both the original document and translation must be apostilled. Once the original document is apostilled, it can be sent for translation at the Consulate
- Must have been issued within the last 30 days

7. Photocopy of National Identity Document of the country of nationality and legible photocopy of the Residence Card if residing in a second country.

8. Photocopy of former Dominican visas or Residence Card (if renewal)

9. Visa Application Letter from the beneficiary or from the company or institution for which the applicant works.

- Must be addressed to the Consulate containing your name, nationality, place of residence, and occupation.

TIME & FEES:

- The processing time will be approximately 10-15 business days, depending on the date of travel and prior requests and staff availability.
- Fee: \$125.00 USD
- If the application includes spouse and children applying for a dependent visa, the marriage certificate and birth certificate of children, must be attached to the file. These documents must be notarized, translated into Spanish and both the original and translation must be apostilled. Once the original document is apostilled, it can be sent for translation at the Consulate.

CONTINUED →

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VISA EXEMPTION LIST

WHO CAN ENTER DOMINICAN REPUBLIC WITHOUT A VISA					
DIPLOMATIC/OFFICIAL PASSPORT HOLDER ONLY					
ARGENTINA	BELIZE	BRAZILE	CHILE	CUBA	REPUBLIC OF CHINA (TAIWAN)
COSTA RICA	COREA DEL SUR	COLOMBIA	ECUADOR	EL SALVADOR	GUATAMALA
HONDURAS	ISRAEL	JAPAN	MEXICO	MOROCCO	NICARAGUA
PARAGUAY	PANAMA	PERU	RUSSIA	SWITZERLAND	UKRAINE
URUGUAY	VIETNAM				

WHO DOES NOT REQUIRE A VISA OR TOURIST CARD			
TO ENTER DOMINICAN REPUBLIC			
ARGENTINA	CHILE	COLOMBIA	ECUADOR
ISRAEL	JAPAN	PERU	SOUTH KOREA
URUGUAY			

REVISED 5-1-2018 JENN

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS



DOMINICAN REPUBLIC

Ministry of State for Foreign Affairs
CONSULAR DEPARTMENT

VISA APPLICATION FORM

Photo

1. Surnames

1.1 Surnames (as appears in passport)	1.2 Other surnames used (maiden, married, etc.)
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2. Names

2.1 First and middle names (as appears in passport)	2.2 Other names used (religious, professional, alias, nicknames, etc.)
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3. Birth and nationality information

3.1 Country of birth	3.2 Province/State	3.3 Locality/City/District
3.4 Date of birth (dd/mm/yyyy)	3.5 Primary nationality	3.6 Secondary nationality (if applicable)

4. Sex, occupation and education

4.1 Sex	4.2 Highest academic degree attained	4.3 Occupation
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5. Current location (residence)

5.1 Country	5.2 Province/State	5.3 Locality/City/District			
5.4 Street name (address)	5.5 No.	5.6 Floor	5.7 Staircase	5.8 Door	5.9 Post/Zip code
5.10 Home telephone number	5.11 Mobile telephone number (cellphone)	5.12 Work telephone number	5.13 Fax Number		
5.14 Personal e-mail	5.15 Professional / Work e-mail				

6. Passport information

6.1 Passport number	6.2 Country of issue	6.3 City or State where passport was issued
6.4 Issuing country	6.5 Date of issue (dd/mm/yyyy)	6.6 Expiration date (dd/mm/yyyy)

7. Personal identity documents

7.1 Country of document	7.2 Type of document	7.3 Document number	7.4 Expiration date (dd/mm/yyyy)

8. Marital status and spouse's information

8.1 Marital status	8.2 Name of spouse (even if divorced)	8.3 Spouse's date of birth (dd/mm/yyyy)	8.4 Spouse's nationality
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9. Length of stay in the Dominican Republic and purpose of visit

9.1 On what date do you plan to travel? (dd/mm/yyyy)	9.2 For how many days?	9.3 What is the purpose of the visit? <input type="checkbox"/> Pleasure <input type="checkbox"/> Studies <input type="checkbox"/> Business <input type="checkbox"/> Work <input type="checkbox"/> Dependence <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Residence <input type="checkbox"/> Courtesy <input type="checkbox"/> Other(_____)
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10. Name and location where you will stay in the Dominican Republic

10.1 Name (of hotel or person you will stay with)	10.2 Telephone number	10.3 Mobile telephone number (cellphone)
10.4 In which province?	10.5 City/Locality	10.6 Sector or neighborhood
10.8 Name of the street or avenue (address)	10.8 Number	10.9 Post/Zip code

11. Employer and/or educational institution information

11.1 Activity	11.2 Name of institution	11.3 Telephone number	11.4 Address

12. Other than yourself, will anyone pay for your travel expenses? (If self, do not complete)

12.1 Name	12.2 Relationship

13. Have you ever visited the Dominican Republic? ___ Yes ___ No (If "Yes", please answer questions to the right, starting from the most recent visit)	13.1 Date of travel (dd/mm/yy)	13.2 How many days?

14. Have you even been issued a visa to the Dominican Republic? ___ Yes ___ No
 (If "Yes", please specify the following information for each visa)

14.1 Date (dd/mm/yyyy)	14.2 Country of issue	14.3 City	14.4 Type of visa	14.5 Visa number

Note: Please only include information that may be proved at the time of this application.

15. Visas granted by other countries

15.1 Issuing country	15.2 Country where it was issued	15.3 Date of expiry (dd/mm/yyyy)	15.4 Type of visa	15.5 Visa number

Note: Please only include information that may be proved at the time of this application.

16. Have you ever had your visa cancelled or revoked by the Dominican Republic? ___ Yes ___ No
17. Have you ever been denied a Dominican visa? ___ Yes ___ No
 (If "Yes" please specify the following)

17.1 Date (dd/mm/yyyy)	17.2 Country	17.3 State/City	17.4 Type of visa

18. Do you intend to work or study in the Dominican Republic? ___ Yes ___ No
 (If "Yes", please specify the activity, name and details of employer or place of study in the Dominican Republic)

18.1a Type of activity		18.2a Name (person, company or educational institution)		18.3a Telephone number	
18.4a Province	18.5a Locality/City	18.6a Street		18.7a Number	

18.1b Type of activity		18.2b Name (person, company or educational institution)		18.3b Telephone number	
18.4b Province	18.5b Locality/City	18.6b Street		18.7b Number	

19. Has anyone ever applied for a visa on your behalf? ___ Yes ___ No
 (If "Yes", please specify who and their relationship to you)

19.1 Name (business or person)	19.2 Relationship / kinship

20. Name of person who will accompany you

20.1 Name	20.2 Relationship / kinship

Finger 1 (left index)	Finger 2 (right index)

Signature of applicant

Internal Information (do not fill in)

Number Date Place	File	Number Date Status	Resolution

Please specify which documents support this application:

- | | | |
|--|---|--|
| <input type="checkbox"/> Marriage certificate | <input type="checkbox"/> Payment receipt | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Letter from university | <input type="checkbox"/> Hotel reservation |
| <input type="checkbox"/> Parent or tutor authorization | <input type="checkbox"/> Employment contract | <input type="checkbox"/> Flight reservation |
| <input type="checkbox"/> Letter from bank | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Credit card |
| <input type="checkbox"/> Sponsor's bank statement | <input type="checkbox"/> Identity document (DNI, Cédula or other) | <input type="checkbox"/> Property title (investment and real estate) |
| <input type="checkbox"/> Guarantee letter | <input type="checkbox"/> Sponsor's identity document | <input type="checkbox"/> United States Visa |
| <input type="checkbox"/> Invitation letter | <input type="checkbox"/> Tax payment receipt | <input type="checkbox"/> European Visa |
| <input type="checkbox"/> Employment letter or offer | <input type="checkbox"/> Photograph | <input type="checkbox"/> Canada Visa |
| <input type="checkbox"/> Scholarship certificate | <input type="checkbox"/> Bank book | <input type="checkbox"/> Great Britain Visa |
| <input type="checkbox"/> Good conduct certificate | <input type="checkbox"/> Family book | <input type="checkbox"/> Previous Dominican visas |
| <input type="checkbox"/> Medical certificate | <input type="checkbox"/> Salary slip | <input type="checkbox"/> Visas from other countries |
| <input type="checkbox"/> Other certificates | <input type="checkbox"/> Verbal Note | <input type="checkbox"/> Other document |

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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.