



# 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\_\_\_\_\_



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## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: DOMINICAN REPUBLIC-BUSINESS

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	POLICE LETTER:	<u>1-APOSTILLED</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>
OTHER: <u>PLEASE SEE NEXT PAGES FOR MORE DETAILED INFORMATION.</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: (1 YEAR MULTIPLE ENTRY)	<u>\$125.00</u>
MONEY ORDER FEE:	<u>\$6.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>_____</u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>10 TO 15 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	_____
SATURDAY LETTER	\$41.50	TODAY'S DATE:	_____

COMMENTS: A USA PASSPORT HOLDER CAN TRAVEL TO THE DOMINICAN REPUBLIC AND CAN STAY UP 90 DAYS AS A TOURIST WITHOUT A VISA. PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 02-26-2017 (SDL)

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

## Business Visa

- [Download Visa Application Form in English, to fill by hand](#)

### DESCRIPTION

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. This visa is valid for one (1) year during which the beneficiary may not remain in the country more than two consecutive months.

### REQUIREMENTS

- **Visa Form** filled and completed in type or clearly printed.
- **One (1) frontal picture** size 2 x 2 inches, with a white background.
- **Original passport** valid for at least the duration of the requested visa or longer.
- Document with 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.
- Legible photocopy of **National Identity Document** of the country of nationality and legible photocopy of the **Residence Card** if residing in a second country.
- Legible photocopy of **former Dominican visas or residence card** (if renewal).
- **Criminal Record Certificate** issued by the appropriate 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 the translation Apostilled. Alternatively, once the original document is Apostilled it can be sent for translation by the Consular Section ([see translation services](#)). If the applicant has previously resided in the Dominican Republic that document must be issued by the Attorney General's Office.
- **Visa application letter** from the beneficiary or from the company or institution for which the applicant works, addressed to the Consular Section containing name, nationality, place of residence and occupation.

### PROCESSING TIME

Between 10 and 15 working days depending on date of travel, prior requests and staff availability.

### PROCESING FEE

- **Business visa with multiple entries (one year) US\$ 125.00**
- **Business visa with one (1) entry (60 days) US\$115.00**

## Business Visa for employment purposes

- [Download Visa Application Form in English, to fill by hand](#)

### DESCRIPTION

Business visas are issued for work purposes to those who by nature of their occupation will remain in the Dominican Republic for a year without necessarily having to leave the country. This visa is usually awarded to individuals 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 driver's license, open a bank account and enjoy applicable customs facilities.

## REQUIREMENTS

- **Visa Form** filled and completed in type or clearly printed.
- **One (1) frontal picture** size 2 x 2 inches, with a white background.
- **Original passport** valid for at least the duration of the requested visa or longer.
- **Resolution of the Ministry of Labor of the Dominican Republic.** This resolution is issued by the Labor Department of the 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.
- **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 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 the translation Apostilled. Alternatively, once the original document is Apostilled it can be sent for translation by the Consular Section ([see translation services](#)).
- **Criminal Record Certificate** issued by the appropriate 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 the translation Apostilled. Alternatively, once the original document is Apostilled it can be sent for translation by the Consular Section ([see translation services](#)). If the applicant has previously resided in the Dominican Republic that document must be issued by the Attorney General's Office.
- Legible photocopy of **National Identity Document** of the country of nationality and legible photocopy of the **Residence Card** if residing in a second country.
- Legible photocopy of **former Dominican visas or residence card** (if renewal).
- **Visa application letter** from the beneficiary or from the company or institution for which the applicant works addressed to the Consular Section containing name, nationality, place of residence and occupation.

## PROCESSING TIME

Between 10 and 15 working days depending on date of travel, prior requests and staff availability.

## PROCESING FEE

**US\$125.00**

## COMMENTS

If the application includes spouse and children applying for a dependent visa, 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 the translation Apostilled. Alternatively, once the original document is Apostilled it can be sent for translation by the Consular Section ([see translation services](#)).

**Who does not require VISA or a TOURIST CARD to enter the Dominican Republic?**

1. Argentina
2. Chile
3. Ecuador
4. Israel
5. Japan
6. Peru
7. South Korea
8. Uruguay

**Who can enter the Dominican Republic with a TOURIST CARD for tourist purposes?  
Any person legally able to travel or reside in the United States, Canada and European Union (including Britain) do not need visa to visit the Dominican Republic for tourist purposes.  
You must purchase a Tourist Card and be carrying a valid passport.**

1. Andorra
2. Antigua and Barbuda
3. Aruba
4. Australia (including Cocos Islands, Christmas Island, Heard and McDonald Islands, and Norfolk Island)
5. Austria
6. Bahamas
7. Bahrain
8. Barbados
9. Belgium
10. Belize
11. Bolivia
12. Botswana
13. Brazil
14. Brunei
15. Bulgaria
16. Canada
17. Costa Rica
18. Croatia
19. Cyprus
20. Czech Republic
21. Denmark (including Greenland and the Faroe Islands)
22. Dominica
23. El Salvador
24. Estonia
25. Fiji
26. Finland
27. France (including overseas departments and territories: Guadeloupe, French Guyana, Wallis and Futuna Islands, Martinique, Mayotte, New Caledonia, French Polynesia and Reunion)
28. Germany
29. Greece
30. Grenada
31. Guatemala
32. Guyana
33. Honduras
34. Hong Kong
35. Hungary
36. Iceland
37. Ireland
38. Italy
39. Jamaica
40. Kazakhstan

41. Kiribati
42. Kuwait
43. Liechtenstein
44. Lithuania
45. Luxembourg
46. Macao
47. Macedonia
48. Malaysia
49. Malta
50. Marshall Islands
51. Mauritius
52. Mexico
53. Micronesia
54. Monaco
55. Namibia
56. Nauru
57. Netherlands (including Holland, special municipalities in the Caribbean, Curacao and St. Maarten)
58. New Zealand (including Cook Island, Niue and Tokelau)
59. Nicaragua
60. Norway (including Svalbard and Jan Mayen)
61. Panama
62. Papua New Guinea
63. Paraguay
64. Poland
65. Portugal
66. Qatar
67. Romania
68. Russia
69. Saint Kitts and Nevis
70. Saint Lucia
71. Saint Vincent and the Grenadines
72. San Marino
73. Serbia
74. Seychelles
75. Singapore
76. Slovakia
77. Slovenia
78. South Africa
79. Spain
80. Suriname
81. Sweden
82. Switzerland
83. Taiwan
84. Thailand
85. Tonga
86. Trinidad and Tobago
87. Turkey
88. Tuvalu
89. Ukraine
90. United Arab Emirates
91. United Kingdom of Great Britain and Northern Ireland (and overseas territories: Anguilla, Bermuda, South Georgia and South Sandwich Islands, Cayman Islands, Falkland Islands, Pitcairn Islands, Turks and Caicos Islands, British Virgin Islands, Gibraltar, Montserrat, St. Helena Island, British Antarctic Territory and British Territory in the Indian Ocean)
92. United States (including overseas territories: Guam, Northern Mariana Islands, and Virgin Islands - St John, St. Croix, St. Thomas - American Samoa, and Puerto Rico)
93. Vanuatu
94. Vatican City (Holy See)

95. Venezuela



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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!**





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)
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**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

<b>13. Have you ever visited the Dominican Republic?</b> ___ 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

Signature of applicant	Finger 1 (left index)	Finger 2 (right index)
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**Internal Information (do not fill in)**

Number	<b>File</b>	Number	<b>Resolution</b>
Date		Date	
Place		Status	

**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                              |