



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: 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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EGYPT BUSINESS VISA *NON-U.S. PASSPORT HOLDER*

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>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: COPY OF PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL U.S. VISA AND I-94 (VISIT www.cbp.gov/i94).

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE COMMENTS BELOW)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (RUSH PROCESS - LESS THAN 5 DAYS)	<u> </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
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX ABOVE TO HAVE VIP REQUESTS THE VISA BE ISSUED IN LESS THAN FIVE (5) DAYS FROM THE DATE OF SUBMISSION (\$20.00 SPECIAL HANDLING FEE)..

COMMENTS: TO ENSURE WE ARE ABLE TO SUBMIT DOCUMENTS THE SAME DAY THEY ARE RECEIVED, PLEASE BE SURE DOCUMENTS ARE IN OUR OFFICE BY NO LATER THAN 8:00. OTHERWISE, THEY WILL BE SUBMITTED THE FOLLOWING BUSINESS DAY.

REVISED: '27/34/4239' *UFN+

Specializing in Visas, Passports, Document Legalization and Translations



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EGYPT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) **SIGNED PASSPORT** (MUST BE VALID FOR A MINIMUM OF 6 MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **PROOF OF VALID U.S. STATUS:**
 (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF VALID U.S. GREEN CARD
 - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 5.) **COPY OF TRAVEL ITINERARY**
- 6.) **COMPANY LETTER OF GUARANTEE**
- 7.) **CONSULATE FEES:**

NATIONALITIES	SINGLE BUSINESS/ENTRY	MULTIPLE BUSINESS/ENTRY
OTHER NATIONALS	\$ 40.00	\$ 55.00
CANADA (Family Passport)	\$ 115.00	\$ 155.00
CANADA (Individual Passport)	\$ 65.00	\$ 85.00
CYPRUS	\$ 40.00	\$ 55.00
DENMARK	\$ 40.00	\$ 55.00
FINLAND	\$ 40.00	\$ 55.00
GERMANY	\$ 40.00	\$ 55.00
GUINEA	\$ 40.00	\$ 55.00
NIGERIA	\$ 75.00	\$ 125.00
NORWAY	\$ 40.00	\$ 55.00
RUSSIA	\$ 40.00	\$ 55.00
SOUTH AFRICA	Gratis	Gratis
SWEDEN	\$ 40.00	\$ 55.00
UNITED KINGDOM	\$ 95.00	\$ 160.00
ZIMBABWE	\$ 45.00	\$ 70.00

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<u>NATIONALITIES REQUIRING PRE-ARRIVAL VISA PRIOR TO ENTERING EGYPT</u>					
AFGHANISTAN	ALGERIA	ARMENIA	AZERBAIJAN	BANGLADESH	BOSNIA – HERZEGOVINA
CHECHNYA	CROATIA	GEORGIA	INDIA	INDONESIA	IRAQ
IRAN	ISRAEL	KAZAKHSTAN	KIRGHIZIA	LEBANON	MACAU
MACEDONIA	MALAYSIA	MOLDAVIA	MOROCCO	PAKISTAN	PALESTINE
PHILIPPINES	RUSSIA	SERBIA/ MONTENEGRO	SLOVENIA	SRI LANKA	TADZHIKISTAN
THAILAND	TUNISIA	TURKMENISTAN	UKRAINE	UZBEKISTAN	ALL AFRICAN COUNTRIES

<u>NATIONALITIES REQUIRING PRE-APPROVAL PRIOR TO CONSULATE GRANTING VISA</u>					
ERITREA	ETHIOPIA	BURUNDI	RWANDA	LIBERIA	GHANA
SIERRA LEONE	MALI	NIGER	CHAD	AFGHANISTAN	IRAQ
PALESTINE	PHILIPPINES	LEBANON (AGES 16 – 50 YRS OLD)	MOROCCO	MAURITANIA	NIGERIA
TUNIS	BOSNIA (OF EGYPTIAN ORIGIN)	CONGO	CHINA	SOMALIA	ALGERIA
CYPRUS	SUDAN	THAILAND	KOSOVO	LIBYA (MEN, 18 - 45 YRS OLD)	PAKISTAN
MOLDOVA (FEMALE, 15 – 35 YEARS OLD)	SYRIA	TURKEY			

****APPLICANTS NEEDING PRE-APPROVAL NEED TO APPLY 4 – 6 WEEKS PRIOR TO INTENDED DATE OF TRAVEL.**

VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON THE APPLICATION, AND COMPANY LETTER.

REVISED: 05-12-2017 (SDL)

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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!

EGYPT CONSULATE JURISDICTIONS
***PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL
REQUIREMENTS***

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, COLORADO, KANSAS, LOUISIANA, MISSISSIPPI,
MISSOURI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW
JERSEY, NEW YORK, OHIO, PENNSYLVANIA, PUERTO RICO, RHODE
ISLAND, VERMONT

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

PROCESSING TIME: 5 TO 10 BUSINESS DAYS

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, KENTUCKY, MICHIGAN, MINNESOTA,
NEBRASKA. NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

[CLICK HERE](#) FOR THE **CHICAGO** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 BUSINESS DAYS

LOS ANGELES CONSULATE

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO, MONTANA,
NEVEDA, UTAH, WASHINGTON, WYOMING

[CLICK HERE](#) FOR THE **LOS ANGELES** VISA APPLICATION FORM

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

CONTINUED...

WASHINGTON, D.C. EMBASSY

JURISDICTION: D.C., DELAWARE, FLORIDA, GEORGIA, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA, WEST VIRGINIA

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 DAYS

REVISED: 05-12-2017 (SDL)