

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

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



EGYPT 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
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1		

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</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:	SEE NEXT PAGE

COMMENTS: DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE
TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED 1-17-2019 JENN

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



EGYPT BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **U.S. PASSPORT** (MUST HAVE AT LEAST 1 BLANK VISA PAGE AND HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) **ONE(1) PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) **ONE(1) COMPLETED APPLICATION**
- 4.) **ONE(1) COPY OF TRAVEL ITINERARY**
- 5.) **ONE(1) COMPANY LETTER OF GUARANTEE**
- 6.) **CONSULATE FEE:** \$40.00 – SINGLE ENTRY
 \$55.00 – MULTIPLE ENTRY

VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON YOUR APPLICATION, AND COMPANY LETTER. THE ULTIMATE DECISION TO HOW LONG THE VISA WILL BE ISSUED FOR AND HOW MANY ENTRIES WILL BE ALLOWED IS DETERMINED ON A CASE BY CASE SITUATION BY THE ISSUING VISA OFFICER.

REVISED 1-17-2019 JENN

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

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



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.