



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: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

VISA PROCESSING & CONSULATE FEES:

LIST COUNTRIES & CONSULATE FEES:
_____-_____
_____-_____
_____-_____
_____-_____

TRAVELERS NAME: _____
DATE OF BIRTH: _____
TRAVELERS SOCIAL SECURITY #: _____

SPECIAL INSTRUCTIONS: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

PASSPORT PROCESSING:

CHECK THE SERVICE REQUESTED:
24-48 HOUR RUSH PROCESS _____
3-4 WORKING DAY PROCESS _____
5-7 WORKING DAY PROCESS _____
8 DAY'S OR MORE PROCESS _____

DATE OF USA DEPARTURE: _____
DATE YOU NEED PASSPORT: _____



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ERITREA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$25.00

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE FEE: \$25.00

VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE
USED WITHIN 60 DAYS FROM THE DATE OF ISSUE.
YOU MAY STAY UP TO (30) THIRTY DAYS.

REVISED: 01-01-2006



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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 A (N) (POSITION) FOR (COMPANY NAME). MR. /MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR. /MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYEE), 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.

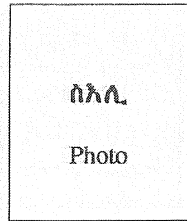
THANK YOU,

(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.

ግዝያዊ መገገስቲ ኤርትራ (ሀ.ግ.ሓ.አ)
Provisional Government of Eritrea (E.P.L.F)

መገቢያ ወይ ናይ ዑደት ፍቓድ መስተቲ
Application for Entry or Tourist Permit



1. ምሉእ ስም (ከም ፓስፖርት)
Full name (as in passport) _____
1.1. ዶታ _____ 1.2. ኣቐዲሙ ዝነበረ ስም _____
Sex Former name (if different from above)

2. ቦታን ፅለትን ልደት _____
Place and date of birth

3. ስራሕ / ሞያ _____ 4. ህልዊ ዜግነት _____ 5. ዜግነት ብትውልድ _____
Occupation / profession Present nationality Nationality by birth

6. ዓይነት ሰነድ _____ 6.1. ቁጽሪ ሰነድ _____
Document type (passport, travel document, etc.) Document no.

6.2. ዝተሞህበሉ ቦታን ፅለትን _____ 6.3. ዝወድቀሉ ፅለት _____
Place and date of issue Valid until

7. ከተኣተቲ ሓዳር/መርዓ ዘይምርፅው/ቲ ምርፅው/ቲ ፍቱሕ/ፍትሕቲ በዓል/ቲ ቤቱ/ቤታ ዝሞተ/ት
Marital status Single Married Divorced Widowed

8. ቀዋሚ ኣድራሻ _____ ቁ/ቴሌፎን _____
Permanent address Telephone no.

9. ስም በዓል/ቲ ቤት _____ 10. ምሉእ ስም ኣደ _____
Spouse's name Mother's name

11. መገቢያ ምዃንያት ንምንባር ንዑደት ወግዓዊ ንስራሕ ስድራ ንምብጻሕ ካልእ
Purpose of entry Residence Tourism Official Business Family visit Other

12. ቦታን ፅለትን ናይ ኣቐዲሙ ኣብ ኤርትራ ዝተገብረ ምብጻሕ
Place and date of previous visits to Eritrea _____

13. ኣድራሻ ኣብ ኤርትራ _____ ቁ/ቴሌፎን _____
Address in Eritrea Telephone no.

14. ብዛዕባ ሓታቲ/ት ክትውከስ ናይ እትክእል ሰብ/ትካል
Reference in Eritrea

14.1. ስም _____ 14.2. ኣድራሻ _____
Name Address

15. ዝድለ መገቢያ: ንሓደ ግዜ ከብ ሓደ ግዜ ንላዕሊ 16. ዝጸንሓሉ ግዜ
Entry desired: Single Multiple Period of stay

17. ኣስማት ናይ ብሓደ ሰነድ ዝገኙ
Names of persons travelling on the same Document

ስም Name	ዶታ Sex	ቦታን ፅለትን ልደት Place and date of birth
1. _____		
2. _____		
3. _____		

ኩሉ ዝሃብኩዎ ሓበሬታ ቅኑፅን ምሉእን ምጅኑ ኣረጋግጽ ::
I declare that the information given above is correct and complete to the best of my knowledge.
ቦታ _____ ፅለት _____ ክታም _____
Place Date Signature

በዓል መዚ ጥራይ ዝጥቀሙሉ
For Official Use Only

ዝተወሰደ ውሳኔ _____ ቁ/ መገቢያ/ቴሪስት ፍቓድ _____
Decision taken Entry / tourist permit no.

ርእይቶ _____
Remarks

ፅለት _____ ስምን ክታምን በዓል መዚ _____
Date Name and signature of authority