



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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ETHIOPIA TOURIST VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT: 1 APPLICATION (S): 1
PASSPORT TYPE PHOTO (S): 1 TRAVEL ITINERARY: 1-COPY

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS) \$95.00
CONSULATE FEE: _____
MONEY ORDER: \$6.00
OUTSOURCING FEE: \$45.00
*ADD RETURN FEDERAL EXPRESS FEE: _____
TOTAL: (NO PERSONAL CHECKS PLEASE) _____

*FEDERAL EXPRESS FEES:

PRIORITY LETTER \$29.00
2-DAY LETTER \$23.50
3-DAY LETTER \$19.50
SATURDAY LETTER \$41.50
1ST OVERNIGHT DELIVERY \$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 14 TO 21 DAYS

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

REVISED: 10-15-2016 (SDL)



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ETHIOPIA TOURIST VISA

YOU CAN OBTAIN A TOURIST VISA ON ARRIVAL AT THE BOLE INTERNATIONAL AIRPORT FOR A STAY OF UP TO 90 DAYS. YOU MUST BE IN POSSESSION OF A VALID U.S. PASSPORT (*MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST ONE BLANK VISA PAGE*) AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND THE FOLLOWING DOCUMENTS:

TOURIST VISA:

- 1.) **U.S. PASSPORT** (MUST BE VALID FOR A *MINIMUM OF 6 MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE*)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** TAKEN WITHIN THE PAST 6 MONTHS OR LESS
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **CONSULATE FEE:** \$70.00

VALIDITY: TOURIST VISAS ARE VALID FOR UP TO (2) TWO YEARS STARTING FROM THE DATE OF ISSUE. THE VALIDITY, DURATION OF STAY AND NUMBER OF ENTRIES OF THE VISA ARE ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

REVISED: 10-15-2016 (SDL)



PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM. REQUEST NO.

FIRST NAME MIDDLE NAME LAST NAME

SEX MALE FEMALE DATE OF BIRTH *D*...../*M*...../*YY*..... COUNTRY OF BIRTH

CURRENT NATIONALITY ORIGINAL NATIONALITY (NATIONALITY AT BIRTH)

PASSPORT TYPE ORDINARY SERVICE DIPLOMATIC TRAVEL DOCUMENT OTHER

PASSPORT NUMBER ISSUE DATE *D*...../*M*...../*YY*..... EXPIRATION DATE *D*...../*M*...../*YY*.....

HOME/MAILING ADDRESS

CITY/TOWN STATE/REGION ZIP/POSTAL CODE COUNTRY

DAY TEL. EVENING TEL. FAX E-MAIL

CURRENT OCCUPATION

PURPOSE OF TRAVEL TOURISM/FAMILY VISIT BUSINESS OFFICIAL TRANSIT OTHER

DATE OF DEPARTURE FROM USA DATE OF ARRIVAL IN ETHIOPIA BORDER OF FIRST ENTRY

DURATION OF STAY IN ETHIOPIA ENTRIES: SINGLE DOUBLE MULTIPLE

ADDRESS IN ETHIOPIA HOTEL: HOTEL NAME
HOTEL TELEPHONE NUMBER

CONTACT PERSON IN ETHIOPIA
TELEPHONE NUMBER

FAMILY ACCOMMODATION: CITY REGION
ZONE K. KETEMA (WOREDA)
KEBELE HOUSE NO.
TELEPHONE

PHOTO

ATTACH ONE
PASSPORT SIZE
PHOTOGRAPH.

*WRITE YOUR NAME ON
THE BACK OF THE
PHOTOGRAPH.*

CHILDREN/DEPENDENTS ON THE SAME PASSPORT

FIRST NAME	MIDDLE NAME	LAST NAME	SEX	BIRTH DATE (D/M/YY)	BIRTH PLACE
1					
2					
3					
4					
5					

I, THE UNDERSIGNED, DECLARE THAT ALL THE ABOVE-MENTIONED STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

APPLICANT'S NAME APPLICANT'S SIGNATURE DATE

DO NOT WRITE IN THIS SPACE
FOR OFFICIAL USE ONLY/ TO BE FILLED IN AT HEAD OFFICE

VISA NUMBER VISA TYPE DATE OF ISSUE EXPIRATION DATE

PROCESSED BY NAME SIGNATURE DATE

APPROVED BY NAME SIGNATURE DATE