



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: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

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

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

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

-
-
-

\$ _____
\$ _____
\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER ___ INTERNET ___ REFERRED ___ BY _____ WALK-IN ___



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

ETHIOPIA

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.

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
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$70.00

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
(IF A MULTIPLE ENTRY VISA IS REQUIRED, PLEASE STATE SO IN YOUR COMPANY LETTER AND ON YOUR APPLICATION)
- 6.) CONSULATE FEE: \$70.00

VALIDITY: VISAS ARE VALID FOR UP TO (2) TWO YEARS 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: 10-02-2011 (KS)



VISA APPLICATION FORM

PLEASE TYPE OR PRINT YOUR ANSWER IN THE SPACE PROVIDED BELOW EACH ITEM.

1. PREFIX	2. LAST NAME	3. FIRST NAME	4. MIDDLE NAME
5. HOME /MAILING ADDRESS			
6. CITY/TOWN	7. STATE/REGION	8. ZIP/POSTAL CODE	9. COUNTRY
10. DAYTIME TEL.	11. EVENING TEL.	12. FAX	13. E-MAIL ADDRESS
14. DATE OF BIRTH (mm-dd-yy)	15. CITY OR TOWN OF BIRTH	16. COUNTRY OF BIRTH	17. NATIONALITY
			18. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
19. PRESENT OCCUPATION <input type="checkbox"/> MEDICAL DOCTOR <input type="checkbox"/> ENGINEER <input type="checkbox"/> EDUCATOR <input type="checkbox"/> ECONOMIST <input type="checkbox"/> LAWYER <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER			20. SPECIFIC FIELD OF STUDY/BUSINESS

Visa Information

21. PURPOSE OF VISIT <input type="checkbox"/> TOURIST <input type="checkbox"/> BUSINESS <input type="checkbox"/> TRANSIT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER			22. TYPE OF ENTRY <input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE	
23. DOCUMENT TYPE <input type="checkbox"/> PASSPORT <input type="checkbox"/> TRAVEL DOCUMENT		24. DOCUMENT NUMBER		25. DATE OF ISSUE (MM/DD/YY/)
26. COUNTRY OF ISSUE		27. CITY OF ISSUE		28. DATE OF EXPIRATION
29. ESTIMATED LENGTH OF STAY (NUMBER OF DAYS)			30. EXPECTED DATE OF ARRIVAL	
31. HAVE YOU EVER BEEN TO ETHIOPIA BEFORE <input type="checkbox"/> YES <input type="checkbox"/> NO		32. HOW LONG DID YOU STAY IN ETHIOPIA? FROM: _____ TO: _____		
33. WHAT WAS THE PURPOSE OF THE VISIT <input type="checkbox"/> TOURIST <input type="checkbox"/> BUSINESS <input type="checkbox"/> TRANSIT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL <input type="checkbox"/> OTHER _____				

DONOT WRITE IN THIS SPACE
FOR OFFICIAL USE ONLY

VISA NUMBER

ISSUE DATE

VALID UNTIL

GRATIS

YES NO

FEE PAID

RECEIPT NO

Employer or School Information

34A. EMPLOYER OR SCHOOL NAME	34B. EMPLOYER OR SCHOOL TEL.
34C. EMPLOYER OR SCHOOL ADDRESS	

To Be completed by Foreign Nationals of Ethiopian Origin

35. YOUR NAME	36. FATHER'S NAME	37. GRANDFATHER'S NAME
38A. FATHER'S FULL NAME		39A. MOTHER'S FULL NAME
38B. COUNTRY OF BIRTH	38C. CITY OF BIRTH	39B. COUNTRY OF BIRTH
		39C. CITY OF BIRTH
38D. FATHER NATIONALITY		39D. MOTHER NATIONALITY
38E. CURRENT ADDRESS		39E. CURRENT ADDRESS

PHOTO
Attach one photograph
Write your name on the back of
the photograph

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT'S SIGNATURE: _____ DATE: _____

If this application has been prepared by a travel agency or another person on your behalf, the agent should indicate name and address of agency or person with appropriate signature of individual preparing this form.

SIGNATURE OF PERSON PREPARING FORM: _____ DATE: _____