



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#: _____

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

CREDIT CARD INFORMATION:

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

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: _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: EQUATORIAL GUINEA-BUSINESS

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	POLICE CLEARANCE LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: COPY OF PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL I-94 AND VALID USA VISA (STUDENTS ORIGINAL VALIDATED I-20)

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<u>\$100.00</u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48-72 HOUR RUSH PROCESS)	<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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4-7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED WITHIN 48-72 HOURS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: THE CONSULATE RECOMMENDS THAT YOU HAVE YOUR CONTACT IN EG GO TO THE SAFETY DEPARTMENT AND ASK THAT THEY FORWARD THE CONSULATE AN AUTHORIZATION TO ISSUE THE VISA AND TO SEND YOU A COPY TO SUBMIT WITH YOUR APPLICATION.

REVISED: 5-18-2010 (EL)

Specializing in Visas, Passports, Document Legalization and Translations



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EQUATORIAL GUINEA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

TOURIST VISA:

- 1.) VALID SIGNED PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO COMPLETED VISA APPLICATIONS
- 3.) (2) TWO PASSPORT TYPE PHOTOS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COPY OF THE INVITATION AND A COPY OF THE INVITING PERSONS PASSPORT INFORMATIONAL PAGE
- 6.) EITHER A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 7.) POLICE CLEARANCE LETTER
- 8.) CONSULATE FEES:
\$100.00-SINGLE OR MULTIPLE ENTRY

BUSINESS VISA:

- 1.) VALID SIGNED PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO COMPLETED VISA APPLICATIONS
- 3.) (2) TWO PASSPORT TYPE PHOTOS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COPY OF THE OFFICIAL INVITATION ISSUED FROM THE SAFETY DEPARTMENT IN EQUATORIAL GUINEA
- 6.) EITHER A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 7.) COMPANY LETTER OF GUARANTEE
- 8.) POLICE CLEARANCE LETTER
- 9.) CONSULATE FEES:
\$100.00-SINGLE OR MULTIPLE ENTRY

PROCESSING TIME: THE CONSULATE RECOMMENDS THAT YOU HAVE YOUR CONTACT IN EQUATORIAL GUINEA GO TO THE SAFETY DEPARTMENT AND ASK THAT THEY FORWARD THE EMBASSY AN AUTHORIZATION TO ISSUE THE VISA. WITHOUT ASSISTANCE FROM YOUR CONTACT IN E.G. THERE IS NO ASSURANCE THAT A VISA WILL BE ISSUED IN A TIMELY MANNER. IF THE VISA IS ISSUED FOR A SINGLE ENTRY OR A MULTIPLE ENTRY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE.

NOTE: THE VISA HAS TO USED WITHIN 60 DAYS FROM THE DATE OF ISSUANCE.

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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,

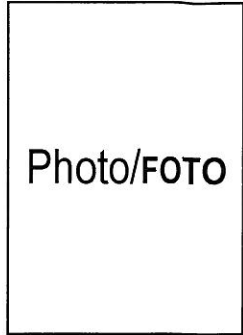
(SUPERVISORS SIGNATURE)

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.



Consulate of the Republic of
Equatorial Guinea
 of the United States of America
 in Houston, Texas USA

VISA REQUEST



Surnames/APELLIDOS: _____

Names/NOMBRE: _____

Date of Birth/FECHA DE NACIMIENTO: _____

Country/PAIS: _____

Nationality/NACIONALIDAD: _____ Marital Status/ESTADO CIVIL: _____

Type of Passport/TIPO DE PASAPORTE:

Official: _____

Other Document/OTROS DOCUMENTOS: _____

Issue Date/FECHA DE EXPEDICION: _____

Expiration Date/EXPIRA EL: _____

Number/NUMBRE: _____

Permenant Address/RESIDENCIA ABITUAL: _____

Address in USA/DIRECCION EN USA: _____

Telephone/TELEPHONE: _____

Occupation/OCUPACION: _____

Employer/PATRON: _____

Business Address/DIRECCION NEGOCIO: _____

Purpose of Trip/MOTIVO DE VIAJE: _____

Former visit to E.G./SI HAS VIAJADO A G.E. ANTES: _____

If yes, the first visas/SI AFIRMATIVO, TUS ANTERIORES VISADOS: _____

References in Equatorial Guinea/REFERENCIAS EN G.E.: _____

Address During Stay/DIRECCION DURANTE LA ESTANCIA: _____

Stay that you solicit/ESTANCIA QUE SOLICITA: _____

Single Entry/SOLA ENTRADA: _____

Multiple Entries/ENTRADAS MÚLTIPLES: _____

Date/FECHA: _____

Applicant's Signature/FIRMA DEL SOLICITANTE: _____

FOR OFFICIAL USE ONLY

Number: _____

Date: _____

CONSULATE SEAL