



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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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## EQUATORIAL GUINEA BUSINESS VISA NON-U.S. PASSPORT HOLDER

### 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-COPY</u>	ENTRY AUTHORIZATION:	<u>1-COPY</u>

OTHER: PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>).

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

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE:	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAYS RUSH)	<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
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 4 DAYS OR LESS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 6-27-2016 (JENN)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## EQUATORIAL GUINEA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **VALID SIGNED PASSPORT**
  - MINIMUM OF 6 MONTHS VALIDITY
  - TRAVEL DOCUMENTS ARE NOT ACCEPTED BY EMBASSY/CONSULATE
- 2.) **TWO (2) COMPLETED VISA APPLICATIONS**
- 3.) **TWO (2) PASSPORT TYPE PHOTOS**
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **COPY OF THE ENTRY AUTHORIZATION** ISSUED BY THE SAFETY DEPARTMENT IN EQUATORIAL GUINEA
- 6.) **COPY OF INVITATION LETTER** – MUST BE ISSUED BY THE E.G. GOVERNMENT, PRIVATE COMPANY , OR INDIVIDUAL
- 7.) **PROOF OF U.S. STATUS** – PLEASE SUBMIT *ONE* OF THE FOLLOWING
  - COPY OF THE FRONT AND BACK OF YOUR GREEN CARD
  - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 8.) **COMPANY LETTER OF GUARANTEE**
- 9.) **POLICE CLEARANCE LETTER**
- 10.) **CONSULATE FEES:** \$200.00 – REGULAR PROCESSING  
\$250.00 – RUSH PROCESSING

**PROCESSING TIME:** IF THE VISA IS ISSUED FOR A SINGLE ENTRY OR A MULTIPLE ENTRY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE SITUATION. THE CONSULATE RECOMMENDS THAT THE APPLICANT SHOULD NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA IS ISSUED AND THE PASSPORT IS IN-HAND.

**NOTE:** TRAVELER MUST ENTER 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 **(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)**

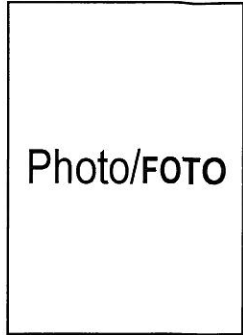
PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

**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**