



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_____

Specializing in Visas, Passports, Document Legalization and Translations



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EQUATORIAL GUINEA TOURIST 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>
BANK STATEMENT:	<u>1-COPY</u>	POLICE CLEARANCE LETTER:	<u>1</u>
COPY OF INVITATION:	<u>1-COPY</u>	ENTRY AUTHORIZATION:	<u>1-COPY</u>
HOTEL CONFIRMATION:	<u>1-COPY</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL U.S. 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 ST 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)

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EQUATORIAL GUINEA TOURIST 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.) **COPY OF HOTEL CONFIRMATION** (*WHEN APPLICABLE*)
- 9.) **COPY OF MOST RECENT BANK STATEMENT**
 - MUST SHOW PROOF OF FUNDS AVAILABLE IS A MINIMUM OF \$2,000 FOR EACH MONTH IN E.G.
- 10.) **POLICE CLEARANCE LETTER**
- 11.) **CONSULATE FEES:** \$200.00 – REGULAR PROCESSING
\$250.00 – RUSH PROCESSING

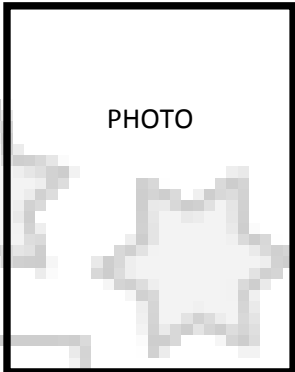
PROCESSING TIME: IF THE VISA IS ISSUED FOR A SINGLE ENTRY OR A MULTIPLE ENTRY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE SITUATION. THE CONSULATE RECOMMENDS THAT THE APPLICANT SHOULD NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA IS ISSUED AND THE PASSPORT IS IN-HAND.

NOTE: TRAVELER MUST ENTER WITHIN 60 DAYS FROM THE DATE OF ISSUANCE.

REVISED: 6-27-2016 (JENN)



EMBASSY OF EQUATORIAL GUINEA
UNITED STATES OF AMERICA



VISA APPLICATION FORM

1. LAST NAME: _____
2. FIRST NAME: _____
3. GENDER: M ___ F ___ 4. AGE _____
5. BIRTH DATE: _____
6. PLACE OF BIRTH: _____
7. COUNTRY OF BIRTH: _____
8. CURRENT NATIONALITY: _____
9. MARITAL STATUS: _____

10. TYPE OF PASSPORT: _____
11. PASSPORT NUMBER: _____
12. DATE OF ISSUE: _____
13. DATE OF EXPIRATION: _____

14. CURRENT ADDRESS: _____
15. CITY: _____ 14. COUNTRY: _____
15. CONTACT NUMBERS: _____ / _____
- E-MAIL: _____

16. PROFESSION: _____
17. OCUPATION/POSTITION: _____
18. EMPLOYER: _____
19. EMPLOYER ADDRESS AND CONTACT NO: _____
- _____

20. PURPOSE OF YOUR TRIP: BUSINESS ___ OFFICIAL/GOV ___ TOURISM ___ OTHER ___

21. SPECIFY PURPOSE OF YOUR TRIP: _____

23. POINT OF CONTACT IN E.G:

24. NAME: _____ 25. TELEPHONE: _____

25. INSTITUTION: _____ POSITION: _____

26. INTENDED DATE OF ENTRY IN E.G: _____

27. INTENDED DATE OF DEPARTURE IN E.G: _____

28. DATE OF LAST DEPARTURE FROM E.G: _____

29. ADDRESS DURING YOUR STAY: _____

30. REQUESTING A SINGLE ENTRY VISA ___ MULTIPLE ENTRY VISA ___

31. REQUESTIN A 30 DAY VISA ___ 60 DAYS ___ 90 DAYS ___

I, _____, hereby acknowledge that all the information provided in this application is honest and complete to the best of my knowledge. I understand and accept that my personal information will be processed by the competent authorities in Equatorial Guinea and that any data that cannot be verified might lead to the rejection of this application or to the suspension of the visa at the port of entry. Being in possession of a valid visa is only one of the requirements for entry into Equatorial Guinea, border control authorities will ultimately decide on admittance or refusal into national territory. I undertake to leave Equatorial Guinea before the length of stay granted by the pertinent authorities is up.

Date, Place & Signature: _____

USO OFICIAL DE LA EMBAJADA:

Solicitud revisada por: _____ Núm. _____ Fecha: _____

V.B SN: _____ Gob: _____ Priv: _____ Prioridad _____

Pago: \$ _____ Entradas _____ Duración: _____

V. B Jefe de Misión _____

V.B Oficial Consular _____

