



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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GABON 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>	TRAVEL ITINERARY:	<u>1-COPY</u>
INVITATION LETTER:	<u>1-COPY</u>	COMPANY LETTER:	<u>1</u>
INT'L HEALTH CERTIFICATE:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEND A COPY OF THE U.S. GREEN CARD OR THE ORIGINAL U.S.A. VISA AND I-94 (VISIT: <https://i94.cbp.dhs.gov/>). SEE NEXT PAGES 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)	<u>\$95.00</u>
CONSULATE FEE:	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (2-TO-3 DAY 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
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 2 TO 3 BUSINESS DAYS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

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: 2-13-2018 (JENN)



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GABON BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **PASSPORT**

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST ONE BLANK VISA PAGE

2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)

3.) **TWO (2) COMPLETED APPLICATIONS**

4.) **ONE (1) COMPANY LETTER OF GUARANTEE**

5.) **ONE (1) COPY OF INVITATION**

6.) **COPY OF TRAVEL ITINERARY**

7.) **CLEAR COPY OF THE INTERNATIONAL HEALTH CERTIFICATE**
SHOWING YELLOW FEVER IMMUNIZATIONS

8.) **U.S. STATUS** (*PLEASE SUBMIT ONE OF THE FOLLOWING*)

- COPY OF THE U.S. GREEN CARD
- ORIGINAL U.S. VISA & I-94 (VISIT: <https://i94.cbp.dhs.gov/>)

9.) **CONSULATE FEE:**

PROCESS REQUEST	PROCESS TIMES	CONSULATE FEE
REGULAR	5 TO 7 DAYS	\$160.00
RUSH	2 TO 3 DAYS	\$200.00

VALIDITY: THE VISAS VALIDITY RANGES FROM A SINGLE ENTRY VISA (*VALID FOR A STAY FROM 1 – 4 MONTHS*) TO A (5) FIVE YEAR MULTIPLE ENTRY. THE VALIDITY OF THE VISA IS DETERMINED ON AN INDIVIDUAL BASIS BY THE ISSUING VISA OFFICER.

REVISED: 2-13-2018 (JENN)

**AMBASSADE DE LA REPUBLIQUE GABONAISE
AUX ETATS UNIS**

Nom
Name:

NOM DE JEUNE FILLE
Maiden name :
.....

NE LE à
Born on Place of Birth

PRENOMS
First name :
.....

D'ORIGINE
of birth:.....

NATIONALITE
Citizenship

ACTUELLE
Now:.....

SITUATION DE FAMILLE ENFANTS AGES
Family status: Children: Ages:

DOMICILE HABITUEL
Permanent Address :

Photographic
Photograph

RESIDENCE ACTUELLE
Present Address.....

TELEPHONE..... PROFESSION.....
Area Code.....

DATE D'ENTRÉE AU GABON
Date of entry in Gabon.....

PAYS DE PROVENANCE
Arriving from.....

No.de Passeport
Passport.....

COMBIEN DE TEMPS RESTEREZ-VOUS AU GABON?
How long do you intend to stay in Gabon?

Délivré le
Date of issue.....

DATE DU DEPART DU GABON NO. DE VOL
Date of Departure Flight No

Par
By whom.....

PAYS DE DESTINATION NO. DE VOL
Destination Flight No

Valable jusqu' a
Valid until.....

AVEZ-VOUS DEJA HABITE LE GABON PENDANT PLUS DE 3 MOIS
CONSECUTIFS?
Have you already lived in Gabon longer than 3 months without interruption?.....
PRECISEZ QUELLES DATES

When?.....

INDICATION PRECISE DU LIEU D'ENTRÉE AU GABON.

Indicate port of entry.....

Visite de courtoisie : Tourisme : Officiel : Affaires :

MOTIFS DU VOYAGE :

Purpose of journey

Courtesy visit: Tourism: Official Business: v.i.p. to meet:

Indiquez avec précision les noms et les adresses exactes des commerçants ou des industries que vous désirez rencontrer s'il s'agit d'un voyage d'affaires.

Indicate precisely the names and addresses of merchants and industrialists you wish to meet on your business trip.

.....
.....

Attaches familiales au Gabon (adresses exactes)

Family connections in Gabon (exact addresses).....

.....

Références dans le pays de résidence.

References in the country of applicant's residence.....

.....

Indication de vos adresses pendant votre séjour au Gabon.

Indicate your exact addresses in Gabon during your stay there.....

.....

Comptez-vous installer au Gabon un commerce ou une industrie?

Do you intend establishing a business or industry in Gabon?.....

Où comptez-vous rendre en sortant du Gabon?

Where do you intend proceeding to when leaving Gabon?.....

Vous engagez-vous à n'accepter aucun emploi rémunéré ou non Durant votre séjour au Gabon, à ne pas chercher à vous y installer et à QUITTER LE TERRITOIRE GABONAIS A L'EXPIRATION DU VISA qui vous sera éventuellement accordé ?

Do you undertake during your stay in Gabon not to accept any employment, paid or unpaid, or to try to settle there permanently and to leave Gabonese territory on the expiration of the visa granted to you?.....

Ma signature engage ma responsabilité et m'expose en sus de poursuites prévues par la loi en cas de FAUSSE DECLARATION, à me voir REFUSER TOUT VISA A L'AVENIR.

My signature binds me and makes me liable to prosecution in case of false declaration and to refusal of my visa in the future.

A.....date.....20.....



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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!