



# 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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## GABON BUSINESS VISA *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> |
| COMPANY LETTER:           | <u>1</u> | INVITATION:       | <u>1-COPY</u> |
| INT'L HEALTH CERTIFICATE: | <u>1</u> | RELEASE LETTER:   | <u>N/A</u>    |

OTHER: SEE NEXT PAGE 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>\$75.00</u>              |
| CONSULATE FEE: (SEE NEXT PAGE)                                       | <u>                    </u> |
| MONEY ORDER:   | <u>\$6.00</u>               |
| <input type="checkbox"/> SPECIAL HANDLING FEE: (2-TO-3 DAY PROCESS*) | <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 NEED  
VIP TO REQUEST THE VISA BE ISSUED WITHIN 2 TO 3  
BUSINESS DAYS FROM THE DAY THE APPLICATION IS  
SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

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

REVISED: 2-13-2018 (JENN)



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## **GABON BUSINESS VISA**

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

- 1.) **U.S. PASSPORT**
  - MINIMUM OF 6 MONTHS REMAINING VALIDITY
  - MUST HAVE 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.) **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!**