



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: \_\_\_\_\_  
  
YOUR COMPANY P.O. OR REF#: \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_





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## GABON

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) US PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) COVER LETTER EXPLAINING THE DETAILS OF THE VISIT
- 5.) COPY OF THE TRAVEL ITINERARY
- 6.) CLEAR COPY OF THE INTERNATIONAL HEALTH CERTIFICATE SHOWING YELLOW FEVER IMMUNIZATIONS
- 7.) CLEAR COPY OF THE HOTEL CONFIRMATION
- 8.) INVITATION LETTER FROM THE FRIEND OR FAMILY MEMBER IN GABON, NOTARIZED AT THE IMMIGRATION SERVICES IN LIBREVILLE (CEDOC)
- 9.) CONSULATE FEE: \$100.00 (REGULAR PROCESS)  
\$200.00 (48 TO 72 HOUR PROCESS)

### BUSINESS VISA:

- 1.) US PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR INVITATION
- 6.) A COPY OF YOUR TRAVEL ITINERARY
- 7.) CLEAR COPY OF THE INTERNATIONAL HEALTH CERTIFICATE SHOWING YELLOW FEVER IMMUNIZATIONS
- 8.) CONSULATE FEE: \$100.00 (REGULAR PROCESS)  
\$200.00 (48 TO 72 HOUR PROCESS)

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.

**NOTE: THE CONSULATE WILL ONLY ACCEPT APPLICATIONS ON MONDAYS AND WEDNESDAYS AND WE CAN ONLY PICK UP ON WEDNESDAYS AND FRIDAYS.**

REVISED: 01-29-2011 (KS)

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



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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!**

**AMBASSADE DE LA REPUBLIQUE GABONAISE**

**AUX ETATS UNIS**

NOM  
Name .....

NOM DE JEUNE FILLE  
Maiden name .....

PRENOMS  
First name .....

NE LE ..... a' .....  
Born on Place of Birth

D'ORIGINE .....  
NATIONALITE of birth .....

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'ENTREE 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? .....

Delivre 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'ENTREE AU GABON  
Indicate port of entry .....

MOTIFS DU VOYAGE  
Purpose of journey

VISITE DE COURTOISIE, TOURISME, OFFICIEL.....  
AFFAIRES (GENRE, PERSONNALITES A RENCONTRER).....  
Coutesy visit, Tourism, Official Business: Kind, v.i.p. to meet.....

Indiquez avec precision les noms et les adresses exactes des commercants ou des industriels que vous desirez 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) .....

.....

References dans le pays de residence

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

.....

Indication de vos adresses pendant votre sejour au Gabon

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

.....

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

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

Ou comprenez-vous vous rendre en sortant du Gabon?

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

Vous engagez-vous a n'accepter aucun emploi remunere ou au pair durant votre sejour au Gabon, a ne pas chercher a vous y installer at A QUITTER LE TERRITOIRE GABONAIS A L'EXPIRATION DU VISA qui vous sera eventuellement accorde?

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 responsabilite et m'expose en sus de poursuites prevues par la loi en case de FAUSSE DECLARATION, a 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 ..... 19 .....