



# 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\_\_

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





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## GAMBIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1 YEAR VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION FORMS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE:  
    \$100.00 (4 TO 7 DAY PROCESS)  
    \$150.00 (48 TO 72 HOUR RUSH)

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1 YEAR VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION FORMS
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE:  
    \$100.00 (4 TO 7 DAY PROCESS)  
    \$150.00 (48 TO 72 HOUR RUSH)

REVISED: 03-30-2011 (KS)



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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!**



Permanent Mission Of The Gambia To The United Nations  
800 Second avenue Suite 400F, New York, NY 10017  
Tel: (212) 949-6640 Fax: (212) 856-9820  
E-Mail: info@gambiamissionun.org / gambia@un.int

### Application Form for Entry Visa

Last Name _____		<b>Official Use Only</b>	
First Name _____		Receiving Officer	
Initial _____		Name _____	
Date Of Birth _____		Date _____	
Place Of Birth _____		<b>Mode of Receipt</b>	
Nationality at Birth _____		<input type="checkbox"/> Visa service	
Current Nationality _____		<input type="checkbox"/> Registered Mail	
Profession/Occupation _____		<input type="checkbox"/> Ordinary mail	
		<input type="checkbox"/> in person	
<b>Present Address</b>		<b>Handling Officer</b>	
Address _____		Name _____	
City _____ State _____ Zip Code _____		<b>Action Taken:</b>	
Country _____		<input type="checkbox"/> Approved	
Phone Number _____		<input type="checkbox"/> Refused	
		<input type="checkbox"/> Rejected	
		Signature _____	
<b>Name and Nationality of :</b>		Visa No. _____	
Father's Name _____ Nationality _____		Date out _____	
Mother's Name _____ Nationality _____			
<b>Marital Status:</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced		<b>Visa Type/No</b>	
<b>Purpose of visit:</b> <input type="checkbox"/> Official <input type="checkbox"/> Business <input type="checkbox"/> Tourism		<input type="checkbox"/> Multiple	
Duration of visit _____		<input type="checkbox"/> Single	
<b>Address In The Gambia</b>			
Address _____			
City _____			
Passport Number _____			
Date of expiration _____			
Date of issue _____			
Place of Issue _____			

Previous visits to The Gambia | \_\_\_\_\_

Date of Entry | \_\_\_\_\_

Date of Exit | \_\_\_\_\_

### References In The Gambia:

A: Name | \_\_\_\_\_  
Address | \_\_\_\_\_  
City | \_\_\_\_\_

B Name | \_\_\_\_\_  
Address | \_\_\_\_\_  
City | \_\_\_\_\_

### Emergency Address and Phone Number

Name | \_\_\_\_\_  
Address | \_\_\_\_\_  
City | \_\_\_\_\_

Phone Number | \_\_\_\_\_

### Method of financial transaction

Credit card     Dollars     Dallasis

**Request Hotel and other information enclosed**     Yes     No

I attest that all the information provides on this application is accurate to the best of my ability.  
I understand that i could be denied a visa to enter The Gambia if the information is found to be incorrect

Signature | \_\_\_\_\_ Date | \_\_\_\_\_

Print Name | \_\_\_\_\_

Reset Form

Print Form

#### **VISA APPLICATION REQUIREMENTS**

1. Send your Valid Passport
2. Two passport-size photographs.
3. Completed and signed application form.
4. A non refundable application fee of \$100.00 in money order only, payable to the Embassy of The Gambia.
5. Pre-paid self-addressed envelope (It is recommended that FEDEX, Certified Mail or UPS be used).
6. Personal or telephonic interview may be required.
7. Regular Visa processing time 3 - 4 days.

#### **VISA PICK UP HOURS**

**Monday - Thursday - 11:00 AM to 3:00 PM**  
**Express Service available for an additional fee of \$50.00.**

#### **Note:**

Express Service/same day issuance of VISA is also available for a FEE of \$150.00 (in money order form)  
For the express services, please not that visas will be issued **2 (two) hours after submission of your application**  
between 11:00am and 12:00pm - Monday to Thursday & between 11:00am and 12:30pm on Fridays

