

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: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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GHANA BUSINESS VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER;	1	INVITATION:	1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$95.00

CONSULATE FEE: (SEE NEXT PAGE) _____

MONEY ORDER: \$6.00

SPECIAL HANDLING FEE: (SAME-DAY RUSH PROCESS) _____

SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH PROCESS) _____

OTHER FEES: _____

RETURN SHIPPING FEE: _____

TOTAL: (NO PERSONAL CHECKS PLEASE)

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	7 TO 10 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED ON A RUSH PROCESS STARTING FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND DOCUMENTS BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00AM EARLY MORNING DELIVERY. THE CONSULATE DOES NOT ACCEPT APPLICATIONS ON FRIDAYS.

REVISED 12-11-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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GHANA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED U.S. PASSPORT WITH:**
 - ❖ MINIMUM OF 6 MONTHS REMAINING VALIDITY
 - ❖ ONE BLANK VISA PAGE

- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2", PLAIN WHITE BACKGROUND)
 - ❖ MUST BE TAKEN WITHIN THREE (3) MONTHS FROM THE DATE OF SUBMITTING VISA APPLICATION

- 3.) **ONE (1) COMPLETED AND SIGNED VISA APPLICATION**
 - ❖ [CLICK HERE](#) TO COMPLETE A NON RUSH APPLICATION
 - ❖ [CLICK HERE](#) TO COMPLETE A RUSH APPLICATION

SPECIAL NOTE: BE SURE TO LIST THE PHONE NUMBER ALONG WITH THE CONTACT INFORMATION ON QUESTION NUMBER 7 OR IT MAY CAUSE A DELAY IN PROCESSING YOUR APPLICATION.

- 4.) **COPY OF ROUND TRIP AIRLINE TICKETS** OR TRAVEL ITINERARY

- 5.) **INVITATION** FROM GHANA COMPANY (COPY)
NOTE: INVITATION ONLY NEEDED WHEN REQUESTING NON-RUSH SERVICE

- 6.) **COMPANY LETTER OF GUARANTEE** (*BE SURE TO REQUEST IN THE COMPANY LETTER IF YOU ARE ASKING FOR A 1 YEAR TO A 3 YEAR MULTIPLE ENTRY VISA TO BE ISSUED*)

VALIDITY	CONSULATE FEE
SINGLE ENTRY - REGULAR PROCESS	\$60.00
SINGLE ENTRY - RUSH PROCESS	\$100.00
MULTIPLE ENTRY - REGULAR PROCESS	\$100.00
MULTIPLE ENTRY - RUSH PROCESS	\$200.00

VALIDITY: THE VISA VALIDITY WILL RANGE FROM A (90) NINETY-DAY SINGLE ENTRY TO A (3) YEAR MULTIPLE ENTRY. THE LENGTH OF VALIDITY IS DETERMINED BY THE VISA OFFICER ON AN INDIVIDUAL BASIS.

IMPORTANT: IN ACCORDANCE WITH INTERNATIONAL SANITARY REGULATIONS, ALL PERSONS ENTERING GHANA ARE REQUESTED TO HAVE A VALID CERTIFICATE OF IMMUNIZATION AGAINST YELLOW FEVER UPON ARRIVAL.

REVISED 3-30-2018 JENN

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.