



VIP SERVICES

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: _____

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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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: GHANA BUSINESS VISA

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>	EXPIRED PASSPORT:	<u>N/A</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR 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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH 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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 48 TO 72 HOURS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY. **THE CONSULATE DOES NOT ACCEPT APPLICATIONS ON THURSDAY'S OR FRIDAY'S.

REVISED: 01-01-2012 (KS-OC)



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GHANA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR AIRLINE TICKETS OR TRAVEL ITINERARY
- 5.) A COPY OF YOUR CURRENT BANK STATEMENT
- 6.) CONSULATE FEE:
 - \$60.00 - SINGLE ENTRY (REGULAR PROCESS)
 - \$100.00 - SINGLE ENTRY (RUSH PROCESS)
 - \$100.00 - MULTIPLE ENTRY (REGULAR PROCESS)
 - \$200.00 - MULTIPLE ENTRY (RUSH PROCESS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A 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)
- 6.) CONSULATE FEE:
 - \$60.00 - SINGLE ENTRY (REGULAR PROCESS)
 - \$100.00 - SINGLE ENTRY (RUSH PROCESS)
 - \$100.00 - MULTIPLE ENTRY (REGULAR PROCESS)
 - \$200.00 - MULTIPLE ENTRY (RUSH PROCESS)

VALIDITY: THE VISAS VALIDITY RANGES 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.

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

REVISED: 07-07-2011 (KS-OC)



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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!

For Official Use

Visa No.: _____
 Type of Visa: _____
 Date of Issue: _____
 Charges: _____
 Issuing Officer: _____

Please check applicable box

- Single Entry - \$60.00
- Multiple Entries - \$100.00
- Single Entry (Rush) - \$100.00
- Multiple Entries (Rush) \$200.00

**(Pay by money order.
Personal checks are not accepted)
(Don't mail cash)**

Affix passport
Picture here

Application for Ghana Entry Permit/Visa

Embassy of Ghana, 3512 International Drive NW - Washington DC 20008

Website: www.ghanaembassy.org Tel: (202) 686-4520

INSTRUCTIONS:

1. This form must be completed in **duplicate** and in **capital letters** and submitted (**together with four (4)** recent passport-size pictures) at least Fourteen (14) days before the intended date of departure.
2. Full names and addresses of references/hotel (place of stay) in Ghana should be stated (including telephone numbers, if available).
3. Any information stated on the form and subsequently found to be incorrect may render entry permit/visa void.
4. Applicants applying by post/mail should **provide trackable return self-addressed envelopes**.

1. (a) Surname: _____ First Name (s): _____
 Previous Name (if applicable) _____
 (b) Date of Birth: _____ (c) Place of Birth: _____
 (d) Nationality: _____ (e) Former Nationality (if any) _____
 (f) Passport No.: _____ (g) Date of Issue: _____
 (h) Place of Issue: _____ (i) Date of Expiry: _____
2. Profession/Occupation: _____
3. (a) Business Address & Tel. No. in the U.S.A.: _____

 (b) Residential Address & Tel. No. in the U.S.A.: _____

4. Proposed date of departure for Ghana: _____
5. (a) Traveling by: Air Sea Land
 (b) Is applicant in possession of return ticket? _____ Ticket No.: _____
 (c) Amount of Money Applicant is traveling with _____
6. Purpose of Journey: Business Tourism Employment Official Student Transit
7. Names, Addresses and Telephone Numbers of Two (2) references or place of residence in Ghana/Name(s) of Hotel: (very important)
 (i) _____

 (ii) _____

8. If for employment, name and address of employer in Ghana _____

9. Duration of stay in Ghana: _____
10. Date of last visit to Ghana: _____
11. Applicant's signature: _____ Date of application: _____

NB: PLEASE ENSURE YOU ENCLOSE YOUR PASSPORT WITH YOUR APPLICATION