



# 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\_\_



# 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)

## GHANA TOURIST VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
CURRENT BANK STATEMENT:	<u>1</u>	U.S. STATUS:	<u>1</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>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY 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
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 7 TO 10 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 A.M. EARLY MORNING DELIVERY. \*\*THE CONSULATE DOES NOT ACCEPT APPLICATIONS ON FRIDAY'S.

REVISED: 3-30-2018 (JENN)



# 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)

## GHANA TOURIST VISA

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

- 1.) **SIGNED U.S. PASSPORT WITH:**
    - ❖ A MINIMUM OF 6 MONTHS REMAINING VALIDITY
    - ❖ ONE BLANK VISA PAGE
  
  - 1.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2", PLAIN WHITE BACKGROUND)
    - ❖ MUST BE TAKEN WITHIN THREE (3) MONTHS FROM THE DATE OF SUBMITTING YOUR VISA APPLICATION
  
  - 2.) **ONE (1) COMPLETED AND SIGNED VISA APPLICATIONS**
    - ❖ [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 YOUR CONTACT INFORMATION ON QUESTION NUMBER 5 OR IT MAY CAUSE A DELAY IN PROCESSING YOUR APPLICATION.
- 3.) **COPY OF ROUND TRIP AIRLINE TICKETS** OR TRAVEL ITINERARY
  - 4.) **COPY OF CURRENT BANK STATEMENT**
  - 5.) **PROOF OF U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
    - ❖ FRONT AND BACK COPY OF YOUR U.S. GREEN CARD
    - ❖ ORIGINAL U.S. VISA AND I-94 (visit: <https://i94.cbp.dhs.gov/>)

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: 3-30-2018-2018 (JENN)**