



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: 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_____



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GHANA VISA TOURIST VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

| | | | |
|--------------------------|---------------|-------------------|---------------|
| VALID SIGNED 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-COPY</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>\$6.00</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 |
| 1 ST OVERNIGHT DELIVERY | \$75.00 |

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 9"VQ"32 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)

Specializing in Visas, Passports, Document Legalization and Translations



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GHANA TOURIST 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 YOUR 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.) **PROOF OF FINANCIAL SUPPORT:**

(WHEN REQUESTING A NON-RUSH PROCESS PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF MOST RECENT BANK STATEMENT
- LETTER OF INVITE FROM GHANA HOST

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

6.) **CONSULATE FEE:**

| 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)