



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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GUINEA

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 TRAVEL ITINERARY
- 5.) A LETTER OF INVITATION FROM THE HOST IN GUINEA
OR A DETAILED LETTER FROM THE APPLICANT
EXPLAINING THE PURPOSE OF YOUR VISIT
- 6.) YOUR INTERNATIONAL HEALTH CERTIFICATE SHOWING
A CURRENT YELLOW FEVER IMMUNIZATION
- 7.) CONSULATE FEE:
\$100.00 (REGULAR PROCESSING)
\$200.00 (RUSH PROCESSING)

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 (IN DETAIL)
- 6.) YOUR INTERNATIONAL HEALTH CERTIFICATE SHOWING
A CURRENT YELLOW FEVER IMMUNIZATION
- 7.) CONSULATE FEE:
\$100.00 (REGULAR PROCESSING)
\$200.00 (RUSH PROCESSING)

VALIDITY: VISAS ARE VALID FOR 60 DAYS FROM THE DATE OF ISSUE-
ONCE YOU ARRIVE IN GUINEA YOU CAN STAY UP TO 30
DAYS. IF YOU WOULD LIKE A MULTIPLE ENTRY-BE SURE YOU
ATTACH A LETTER OF REQUEST TO YOUR APPLICATION.

REVISED: 10-03-2011 (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!

PHOTOS

AMBASSADE DE LA REPUBLIQUE DE GUINEE
2112 Leroy Place N.W.
Washington, D.C. (20008)

NAME..... FIRST NAME.....
Nom Prénom

PLACE & DATE OF BIRTH.....
Lieu et date de naissance

PLACE OF RESIDENCE.....
Domicile ou lieu de Résidence

PROFESSION..... PERSONAL STATUS.....
Situation de famille

NATIONALITY.....
Nationalité

PASSPORT NUMBER..... ISSUED BY..... ON.....
Numéro du passeport Délivré par le

PURPOSE OF TRIP.....
Motif du voyage

DEPARTURE DATE FROM USA.....
Date de départ des Etats-Unis

DATE OF ENTRY INTO GUINEA—BE PRECISE PLEASE.....
Date d'entrée en Guinée – Donnez la date précise

LENGTH OF STAY DESIRED—BE PRECISE.....
Durée du séjour -- Donnez la date précise

MEANS OF TRANSPORTATION (AIR, BOAT) AND TICKET NUMBER.....
Moyens de transport avec numéro du billet

SIGNATURE _____
DATE _____

DO NOT WRITE BELOW THIS SPACE

OBSERVATIONS DE LA SECTION CONSULAIRE

Visa accordé le.....19
Pour jours, semaines, mois
Du au

MOTIF DU VOYAGE