

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

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



KENYA 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):	2
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1		

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: (LESS THAN 5 DAY 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:	SEE COMMENTS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: VISAS ARE TYPICALLY ISSUED WITHIN 10 WORKING DAYS FROM DATE OF SUBMISSION. HOWEVER, DURING THE PEAK MONTHS (MAY - AUGUST), PROCESSING TIME WILL TAKE 12 TO 16 DAYS.

REVISED 10-2-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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



KENYA BUSINESS VISA

IF YOU WILL BE TRAVELING TO KENYA FOR BUSINESS OR TOURISM FOR LESS THAN 90 DAYS, YOU CAN APPLY FOR A SINGLE-ENTRY E-VISA PRIOR TO TRAVEL. TO APPLY DIRECTLY FOR THE E-VISA, PLEASE [CLICK HERE](#) TO DO SO. IF YOU WOULD LIKE FOR VIP TO APPLY FOR THE E-VISA ON YOUR BEHALF, PLEASE [CLICK HERE](#) FOR THE APPLICABLE INSTRUCTIONS.

IF YOU WOULD LIKE TO OBTAIN A STANDARD BUSINESS VISA IN YOUR PASSPORT, PLEASE SEND THE FOLLOWING DOCUMENTS:

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE TO COMPLETE ONLINE APPLICATION](#) – PRINT IT OUT, THEN SIGN AND SEND IT WITH THE REST OF THE REQUIRED DOCUMENTS **(FAILURE TO DO SO WILL CAUSE A DELAY)**
- 4.) COMPANY LETTER OF GUARANTEE
- 5.) COPY OF TRAVEL ITINERARY
- 6.) CONSULATE FEE:

VALIDITY	PROCESS SPEED	CONSULATE FEE
SINGLE ENTRY	REGULAR	\$50.00
SINGLE ENTRY	RUSH	\$70.00
MULTIPLE ENTRY	REGULAR	\$100.00
MULTIPLE ENTRY	RUSH	\$120.00

VALIDITY: SINGLE ENTRY VISAS ARE VALID FOR SIX MONTHS FROM THE DATE OF ISSUE, AND FOR ONE ENTRY DURING THAT TIMEFRAME. MULTIPLE ENTRY VISAS ARE VALID FOR UNLIMITED ENTRIES FOR SIX MONTHS FROM THE DATE OF ISSUE. A SINGLE ENTRY VISA WOULD ALLOW RE-ENTRY TO KENYA FROM ANY OF THE FOLLOWING EAST AFRICA COUNTRIES: UGANDA, TANZANIA, RWANDA, BURUNDI.

SPECIAL REQUIREMENTS: CHILDREN AGES 15 OR YOUNGER WILL BE EXEMPT FROM OBTAINING A VISA AND PAYING FEES FOR VISITATION TO KENYA. VISAS FOR THESE CHILDREN WILL BE ISSUED UPON ARRIVAL. CHILDREN THAT ARE 16 YEARS OF AGE WILL BE REQUIRED TO OBTAIN A VISA, BUT WILL BE EXEMPT FROM PAYING VISA FEES.

REVISED 10-2-2018

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



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.