



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: KENYA TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-ONLINE</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u> </u>	COMPANY LETTER:	<u> </u>
COPY OF INVITATION:	<u> </u>	RELEASE LETTER:	<u> </u>

OTHER: SEE NEXT PAGE FOR MORE 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: (9 DAYS OR LESS RUSH PROCESS)	<u> </u>
OTHER FEES: <u> </u>	<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: SEE COMMENTS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 9 DAYS OR LESS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: VISAS ARE ISSUED WITHIN 10 WORKING DAYS FROM THE DATE THE APPLICATION WAS SUBMITTED. DURING THE BUSY MONTHS THE VISAS ARE ISSUED WITHIN 12 TO 16 WORKING DAYS DURING THE PEAK SEASON OF MAY - AUGUST

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

Specializing in Visas, Passports, Document Legalization and Translations



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KENYA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

YOU CAN OBTAIN A TOURIST OR A BUSINESS VISA ON ARRIVAL AT THE AIRPORT IN NAIROBI FOR A STAY UP TO 90 DAYS. YOU MUST BE IN POSSESSION OF A VALID U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST ONE BLANK VISA PAGE) AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND THE FOLLOWING DOCUMENTS.

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE](#) TO COMPLETE ONLINE APPLICATION - PRINT IT OUT THEN SIGN IT AND SEND IT TO US (**FAILURE TO DO SO WILL CAUSE A DELAY**)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE:
 - \$ 50.00 - SINGLE ENTRY (REGULAR PROCESS)
 - \$ 70.00 - SINGLE ENTRY (RUSH PROCESS)
 - \$100.00 - MULTIPLE ENTRY (REGULAR PROCESS)
 - \$120.00 - MULTIPLE ENTRY (RUSH PROCESS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) [CLICK HERE](#) TO COMPLETE ONLINE APPLICATION - PRINT IT OUT THEN SIGN IT AND SEND IT TO US (**FAILURE TO DO SO WILL CAUSE A DELAY**)
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE:
 - \$ 50.00 - SINGLE ENTRY (REGULAR PROCESS)
 - \$ 70.00 - SINGLE ENTRY (RUSH PROCESS)
 - \$100.00 - MULTIPLE ENTRY (REGULAR PROCESS)
 - \$120.00 - MULTIPLE ENTRY (RUSH PROCESS)

VALIDITY: SINGLE ENTRY VISAS ARE VALID FOR A SINGLE ENTRY FOR SIX MONTHS FROM THE DATE OF ISSUE. MULTIPLE ENTRY VISAS ARE VALID FOR UNLIMITED ENTRIES FOR SIX MONTHS FROM THE DATE OF ISSUE.

REVISED: 07-29-2011 (KS-IM)