



# 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\_\_\_\_\_





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## KENYA

IF YOU WILL BE TRAVELING TO KENYA FOR 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 TOURIST VISA IN YOUR PASSPORT, PLEASE SEND THE FOLLOWING DOCUMENTS:

### TOURIST 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.) COPY OF 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**)

### 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: 9-20-2015 (JENN)