



# 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\_\_\_\_\_



# 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)

## VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: LEBANON BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	DRIVERS LICENSE:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>
OTHER:	<u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</u>		
	<u> </u>		
	<u> </u>		

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

### FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER FEE:	<u>\$6.00</u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u> </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>3 TO 5 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50	TODAY'S DATE:	<u> </u>

COMMENTS:    
   
 

REVISED: 07-05-2017 (SDL)

**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](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## LEBANON

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA

- 1.) U.S. PASSPORT (MUST HAVE AT LEAST 1 BLANK VISA PAGE AND BE VALID FOR A MINIMUM OF 6 MONTHS)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS (APPLICATIONS CAN BE COPIED)
- 4.) COPY OF THE TRAVEL ITINERARY
- 5.) CONSULATE FEE:  
    \$35.00 SINGLE ENTRY  
    \$70.00 (6) SIX MONTH MULTIPLE ENTRY

### BUSINESS VISA

- 1.) U.S. PASSPORT (MUST HAVE AT LEAST 1 BLANK VISA PAGE AND BE VALID FOR A MINIMUM OF 6 MONTHS)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS (APPLICATIONS CAN BE COPIED)
- 4.) COPY OF THE TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE FEE:  
    \$35.00 SINGLE ENTRY  
    \$70.00 (6) SIX MONTH MULTIPLE ENTRY

NOTE: A SINGLE ENTRY VISA CAN BE ISSUED ON ARRIVAL. WHETHER YOU ARE GETTING YOUR VISA IN ADVANCE OR ON ARRIVAL, BE SURE THAT YOUR PASSPORT DOES NOT SHOW TRAVEL IN OR TO ISRAEL.

REVISED: 07-05-2017 (SDL)

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](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## 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!**

**EMBASSY OF LEBANON**

2560 28<sup>th</sup> Street, NW  
 Washington, DC 20008  
 Tel: (202) 939-6300  
 Fax: (202) 939-6324  
[www.lebanonembassyus.org](http://www.lebanonembassyus.org)

**Attach Applicant's****Photo Here**

- white background
- front view, full face
- must be recent picture

**VISA APPLICATION FORM**

<b>01 - Full Name (as per passport)</b> First Middle Last			<b>Official Use Only</b>  Decision:  Type of Visa:  Remarks:
<b>02 - Place of Birth</b> <i>(city/state/country)</i>	<b>03 - Date of Birth</b> Day Month Year	<b>04 - Sex</b> Male Female	
<b>05 - Present Nationality</b>	<b>06 - Nationality of Origin</b>	<b>07 - Email Address:</b>	
<b>08 - Passport Number</b>	<b>09 - Issuing Country</b>	<b>10 - Expiration Date</b> Day Month Year	
<b>11 - Address in the U.S.A.</b> Street Address: City: State: Zip Code:		<b>12 - Home Phone or Cell #</b> ( ) -	
<b>13 - Purpose of Trip (please check correct item):</b>  Business Education Tourism Family Visit Official Other (please specify): _____		<b>14 - Employer (for students, name school/university)</b>	<b>15 - Job Position or Title (for students, name major)</b>
<b>18 - Marital Status</b> Single Married Divorced Separated		<b>16 - Business Address</b>	
<b>19 - If married, Provide Spouse Name</b>		<b>17 - Business Phone Number</b> ( ) -	
<b>20 - Have you ever been to Lebanon</b> Yes No		<b>21 - If yes, provide the year of your most recent trip to Lebanon:</b>	
<b>22 - Name and Address of <u>Contact Person</u>, Institution or Company in Lebanon</b>			
<b>23 - Address in Lebanon where you will be staying (e.g., hotel, friend, other)</b>		<b>24 - Telephone Number in Lebanon</b>	
<b>25 - Expected Date of Arrival</b> Day Month Year	<b>26 - Duration of Immediate Trip</b>	<b>27 - Port of Entry</b>	
<b>28 - Type and duration of Visa requested:</b>			
<b>Single Entry</b> 15 days		One Month Three Months \$35.00/Person	
<b>Multiple Entry</b> Three Month Multiple		Six Month Multiple \$70.00/Person	
<i>NB: The duration of the visa will start from the day it is issued</i>			
<b>I declare that all particulars made in this application are true and am aware that any false statement may lead to my application being declined.</b>			
<b>Applicant's Signature:</b>		<b>Date:</b> Day Month Year	

Please view complete **Visa Requirements** and locate the **Correct Consular Office** for your **Jurisdiction** to mail by visiting our website at [www.lebanonembassyus.org](http://www.lebanonembassyus.org)