



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#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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: _____



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

LEBANON

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
(APPLICATIONS CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE FEE:
 \$35.00 SINGLE ENTRY
 \$70.00 (6) SIX MONTH MULTIPLE ENTRY

BUSINESS VISA

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATIONS CAN BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A LETTER OF INVITATION FROM LEBANON
- 7.) 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: 01-01-2006



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

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).

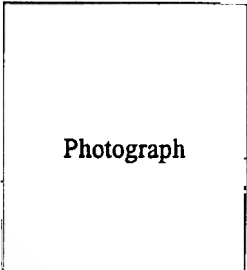
MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,
(EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR 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!**



VISA APPLICATION

PERSONAL INFORMATION

Name & Surname	Occupation
Father's Name	Marital Status
Maiden Name	Address
Mothers Maiden Name
Place & Date of birth
Nationality Nationality of Origin	Telephone

DOCUMENT INFORMATION

Country of Issue	Accompanied by
Type of Document (e.g. Passport, Laissez-passer, other....)	Indicate Name and Date of Birth
No. of Document	Family Members accompanying Parent.....
Date of Issue	Date of Expiration

APPLICATION INFORMATION

Purpose of the Trip	Point of Entry (Port, Airport, Others.....).....
(Family, Tourism, Business, Work, Transit, Others....)	Address in Lebanon
Visa Duration <input type="checkbox"/> 1 Month <input type="checkbox"/> 3 Months,
Number of entries <input type="checkbox"/> One <input type="checkbox"/> Multiple	Reference in Lebanon
Proposed Date of Arrival

STATUS IN U.S.A. Residence Visit Visit Citizen

Visa No.: Residence No.:

Date of Issue: Expiration Date:

I declare that the information given in this application is correct to the best of my knowledge.

Date

Signature

RESERVED FOR THE CONSULAR SECTION

Visa No.	Number of Entries
Type of Visa	Fees
Date of issuance	Receipt No.
Date of Expiration	Responsible
	(Name and Signature)