



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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: \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

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: LIBERIA BUSINESS VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT: <b>SIGNED</b>	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
INT'L HEALTH CERTIFICATE:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE 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)	_____
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 HOUR PROCESS)	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### **\*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: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED ON A 24 HOUR PROCESS FROM WHEN WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 48 TO 72 HOUR PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED: 01-01-2012 (KS)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## LIBERIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST/BUSINESS VISA

- 1.) U.S. PASSPORT-BE SURE IT IS SIGNED WITH AT LEAST ONE BLANK VISA PAGE (VALID FOR A MINIMUM OF 6 MONTHS)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY/AIRLINE TICKETS
- 5.) TOURIST: COPY OF MOST CURRENT BANK STATEMENT
- 6.) BUSINESS: COMPANY LETTER OF GUARANTEE
- 7.) YOUR INTERNATIONAL HEALTH CERTIFICATE SHOWING CURRENT YELLOW FEVER IMMUNIZATION
- 8.) CONSULATE FEE:
  - \$131.00 - SINGLE ENTRY (REGULAR PROCESS)
  - \$181.00 - SINGLE ENTRY (48-72 HOUR PROCESS)
  - \$206.00 - SINGLE ENTRY (24 HOUR PROCESS)
  - \$200.00 - 1 YEAR MULTIPLE ENTRY (REGULAR PROCESS)
  - \$250.00 - 1 YEAR MULTIPLE ENTRY (48-72 HOUR PROCESS)
  - \$275.00 - 1 YEAR MULTIPLE ENTRY (24 HOUR PROCESS)
  - \$300.00 - 2 YEAR MULTIPLE ENTRY (REGULAR PROCESS)
  - \$350.00 - 2 YEAR MULTIPLE ENTRY (48-72 HOUR PROCESS)
  - \$375.00 - 2 YEAR MULTIPLE ENTRY (24 HOUR PROCESS)
  - \$400.00 - 3 YEAR MULTIPLE ENTRY (REGULAR PROCESS)
  - \$450.00 - 3 YEAR MULTIPLE ENTRY (48-72 HOUR PROCESS)
  - \$475.00 - 3 YEAR MULTIPLE ENTRY (24 HOUR PROCESS)

VALIDITY: SINGLE ENTRY VISAS ARE ISSUED FOR UP TO 90 DAYS AND THEY START ON THE DAY THEY ARE ISSUED. YOU MAY STAY IN THE COUNTRY NO LONGER THAN 90 DAYS.  
(A MULTIPLE ENTRY VISA MAY BE REQUESTED BUT ISSUED SOLELY AT THE DISCRETION OF THE VISA OFFICER)

REVISED: 04-03-2011 (KS)

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## 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!**

# Application for Visa



Consulate General of the Liberia in New York  
866 United Nations Plaza, suite 478  
New York, New York 10017

Photo

Office use only  
Visa no.: \_\_\_\_\_  
Date of Visa: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Fees: \$ \_\_\_\_\_  
Receipt no: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Title \_\_\_\_\_

Former Name (if any) \_\_\_\_\_

Gender: Male  Female  Marital Status: Single  Married  Divorced  Height \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_ Phone # \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_

Date of Birth \_\_\_\_\_  
(Month) (Day) (Year)

Place of Birth \_\_\_\_\_  
(Town) (City) (Country)

Nationality at Birth \_\_\_\_\_ Current Nationality (if different) \_\_\_\_\_

Passport No. \_\_\_\_\_ Place of Issuance \_\_\_\_\_

Date of Issuance \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Occupation \_\_\_\_\_

Name of Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone No. \_\_\_\_\_

Have You Visited or Lived in Liberia before? \_\_\_\_ If yes, list the date of last visit or stay \_\_\_\_\_

## Application for Visa (page 2)



Consulate General of the Liberia in New York  
866 United Nations Plaza, suite 478  
New York, New York 10017

Visa Type (U.S. Citizen): (check one) Single: 1-3 months (\$ 131)  Multiple: 1 year (\$ 200)

Multiple: 2 years (\$300)  Multiple: 3 years (\$400)

Visa Type (Non U.S. Citizen) (check one): Single: 1-3 months (\$70)  Multiple: 1 year (\$150)

Multiple: 2 years (\$ 250)

Same day processing (additional \$75.00)

Next day or less than 5 days processing (additional \$50.00)

Purpose of Trip (check one): Business  Tourism  Employment\*  Official   
Diplomatic  Other  \_\_\_\_\_

Proposed Date of Trip \_\_\_\_\_ Traveling by (check one) Air  Sea

Duration of Stay \_\_\_\_\_ Days  Weeks  Months  Years

Ultimate Destination \_\_\_\_\_ Arrival Date in Liberia \_\_\_\_\_

Contact information of two (2) references in Liberia

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle initial \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\* Name and Address of Employer  
\_\_\_\_\_

Is this applicant being officially accompanied by an adult? \_\_\_\_\_

If yes, please fill in the following;

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Age \_\_\_\_\_ Gender Male \_\_\_ Female \_\_\_

**I hereby certify and declare that each of the above particulars stated by me is true to the best of my knowledge and ability and that I would be prosecuted for perjuring if found guilty of false information. Any misleading information given will disqualify me from obtaining a visa.**

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of person filling in form (if not same as applicant)

Date \_\_\_\_\_