



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: _____

<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 TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
CURRENT BANK STATEMENT:	<u>1-COPY</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:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*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 A 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)

Specializing in Visas, Passports, Document Legalization and Translations

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 perjury 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 _____