

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## LIBYA BUSINESS VISA

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	INVITATION:	1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u>                    </u>
RETURN SHIPPING FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<b>4 TO 7 DAYS</b>

COMMENTS: THE EMBASSY IS CLOSED EVERY FRIDAY. IF THE APPROVAL WAS SENT TO THE EMBASSY IN CANADA, PLEASE CALL OUR OFFICE THAT WE CAN PROVIDE YOU WITH THE CORRECT APPLICATION FORM.

REVISED 12-12-2018 JENN

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## **LIBYA BUSINESS VISA**

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **U.S. PASSPORT**

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST 2 BLANK VISA PAGES

2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)**

3.) **ONE (1) COMPLETED APPLICATION**

4.) **COMPANY LETTER OF GUARANTEE** INDICATING THE AUTHORIZATION NUMBER AND TO WHICH EMBASSY OR CONSULATE THE APPROVAL WAS SENT. PLEASE BE SURE TO ALSO INCLUDE THE AUTHORIZATION WAS FOR THE REQUESTED VALIDITY: SINGLE 30-DAY STAY, SINGLE ENTRY 90-DAY STAY, OR 180-DAY MULTIPLE ENTRY

5.) **COPY OF YOUR TRAVEL ITINERARY** (IF AVAILABLE)

6.) **COPY OF THE OFFICIAL INVITATION** INDICATING THE AUTHORIZATION NUMBER AND TO WHICH LIBYA EMBASSY/CONSULATE THE APPROVAL WAS SENT

7.) **CONSULATE FEE:**

NUMBER OF ENTRIES	LENGTH OF VALIDITY	FEE
SINGLE	30 DAYS	\$150.00
SINGLE	90 DAYS	\$200.00
MULTIPLE	180 DAYS	\$350.00

**SPECIAL NOTE:** ONCE THE AUTHORIZATION HAS BEEN SENT TO THE EMBASSY, THE APPLICATION AND SUPPORTING DOCUMENT WILL NEED TO BE SUBMITTED WITHIN 30 DAYS. AFTER 30 DAYS, THE AUTHORIZATION WILL BE EXPIRED AND A NEW APPROVAL WILL NEED TO BE REQUESTED.

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

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.***



## Entry Visa Application



In case entry purpose is mission/work/study/visit  
give name and address of concerned body.....  
إذا كان الغرض من الدخول  
للمهمة/للعمل/للدراسة/  
تحدد الجهة التي ستكون بطرفها

Enclosed Documents: ..... ماهي المستندات التي تؤيد الطلب:

Have you ever been to Libya: ..... هل سبق لك الدخول إلى ليبيا:

Last Departure Date: ..... متى غادرتها When متى:

Purpose: ..... غرض الزيارة:

Last Address in Libya: ..... آخر عنوان أقمت به بليبيا:

Indicate whether said entry was for work or  
on mission - indicate nature of work or mission: .....  
إذا كان الدخول لغرض العمل أو المهمة  
حدد نوع العمل أو المهمة:

Indicate destination in case of  
transit: ..... إذا كان الغرض مرور  
حدد البلد الذي تقصده:

Means of Travel: ..... واسطة السفر إليه:

References in Libya: ..... أهم المعارف و الأصدقاء بليبيا

Applicant's Signature: ..... توقيع الطلب:

Receiver's Signature: ..... توقيع المستلم:

Date : ..... التاريخ:

FIRST: Application's Personal Particulars أول/بيانات شخصية عن طلب تأشيرة الدخول

Name in Full: ..... الاسم الثلاثي:

Family name: ..... اللقب:

Place & Date of birth: ..... مكان و تاريخ الميلاد:

Former Nationality: ..... الجنسية السابقة Present Nationality: ..... الجنسية الحالية:

Occupation: ..... المهنة:

Qualifications: ..... ذكرا/أنثى Sex: ..... المؤهل:

Phone: ..... رقم الهاتف Religion: ..... الديانة:

Father's name in full: ..... اسم الأب ثلاثي:

Mother's name in full: ..... اسم الأم ثلاثي:

Social status: single/married/divorced/widow: ..... الوضع العائلي:

Present Address: ..... العنوان في بلدك:

Issued on: ..... تاريخ إصداره: Passport: ..... رقم جواز السفر:

Valid to: ..... تاريخ انتهاء صلاحيته:

SECOND: General Information ثانيا/معلومات عامة

Purpose of visit: ..... الغرض من الدخول:

Required period: ..... المدة المطلوبة للإقامة:

Address in Libya: ..... العنوان الذي ستقيم به بليبيا: