



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: _____



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LIBYA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) THE INFORMATIONAL PAGE OF THE PASSPORT NEEDS TO BE TRANSLATED INTO ARABIC AND PLACED ON A BLANK PAGE IN YOUR PASSPORT
- 3.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 4.) (1) ONE COMPLETED APPLICATION (APPLICATION CAN BE COPIED)
- 5.) A COMPANY LETTER OF GUARANTEE (INDICATING THE AUTHORIZATION NUMBER AND TO WHICH EMBASSY OR CONSULATE THE APPROVAL WAS SENT TO-BE SURE TO ALSO INCLUDE IF THE AUTHORIZATION WAS FOR A SINGLE 30 DAY STAY OR A SINGLE ENTRY 90 DAY STAY OR A 180 DAY MULTIPLE ENTRY)
- 6.) A COPY OF YOUR TRAVEL ITINERARY (IF AVAILABLE)
- 7.) A COPY OF THE OFFICIAL INVITATION (INDICATING THE AUTHORIZATION NUMBER AND TO WHICH LIBYA EMBASSY OR CONSULATE THE APPROVAL WAS SENT TO).

IF YOU DO NOT HAVE A CONTACT IN LIBYA AND YOU WOULD VIP TO ARRANGE FOR THE VISA SUPPORT LETTER THEN PLEASE [CLICK HERE](#) AND SEND/EMAIL US THE INFORMATION WE WILL NEED.

- 8.) RELEASE LETTER (FOR TRANSLATION)
- 9.) CLEAR COPY OF THE RESIDENT CARD (GREEN CARD) OR THE ORIGINAL I-94 AND USA VISA
- 10.) CONSULATE FEE:
 - \$150.00 (30-DAY SINGLE MISSION)
 - \$200.00 (90-DAY SINGLE MISSION)
 - \$350.00 (180-DAY MULTIPLE ENTRY)

SPECIAL NOTE: ONCE THE AUTHORIZATION HAS BEEN SENT TO THE EMBASSY YOU WILL NEED TO SUBMIT THE APPLICATION WITHIN 30 DAYS. AFTER 30 DAYS THE AUTHORIZATION WILL BE EXPIRED AND YOU WILL NEED A NEW AUTHORIZATION TO BE SENT TO THE EMBASSY.

REVISED: 03-26-2009

Specializing in Visas, Passports, Document Legalization and Translations



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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 A(N) (POSITION) FOR (COMPANY NAME). MR./MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR./MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYEE), 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.



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RELEASE LETTER

To whom it may concern,

I, _____, Authorize your office to translate my passport informational page into Arabic and to have the information printed on a page of my passport # "_____". I will not hold VIP SERVICES responsible or its employees responsible for acting on my request.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: _____ DATE: _____

اللقب:

Name:

الاسم:

Forename(s):

المهنة:

Occupation:

مكان الولادة:

Place of birth:

تاريخ الميلاد:

Date of birth:

مقر الإقامة:

Residence:

الجنسية:

Nationality:

رقم جواز السفر:

Passport No:

مكان الإصدار:

Issued at:

تاريخ الإصدار:

Date of issue:

تاريخ الانتهاء:

Date of expiry: