

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 Email: 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

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 Email: vipinfo@vippassports.com



LIBYA BUSINESS VISA NON-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	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	INVITATION:	1-COPY

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

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

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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	4 TO 7 DAYS
-----------------------	--------------------

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

REVISED 12-12-2018 JENN

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 Email: vipinfo@vippassports.com



LIBYA BUSINESS VISA NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **ORIGINAL 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.) **PROOF OF LEGAL U.S. STATUS:**

- NOTARIZED COPY OF THE PERMANENT RESIDENT CARD (GREEN CARD)
- ORIGINAL USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/i94/#/home>)

8.) **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.

REVISED 12-12-2018 JENN

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 Email: vipinfo@vippassports.com



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: