



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

## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

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

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_



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## MADAGASCAR BUSINESS VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	ITINERARY/TICKET:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEE NEXT PAGES FOR MORE DETAILED INFORMATION.

**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:	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAY OR LESS RUSH PROCESSING)	<u>                    </u>
OTHER FEES: _____	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST FOR THE VISA TO BE ISSUED IN LESS THEN 5 DAYS FROM THE DAY WE SUBMIT THE APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND. **THE EMBASSY IS CLOSED EVERY TUESDAY.**

REVISED: 11-1-2017 (JENN)

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



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## MADAGASCAR BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) U.S. PASSPORT

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- MINIMUM OF 2 BLANK VISA PAGES
- MUST BE SIGNED

2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2) – *PHOTO CANNOT BE THE SAME PHOTO AS USED IN CURRENT PASSPORT, MUST HAVE BEEN TAKEN LESS THAN 3 MONTHS AGO*

3.) ONE (1) COMPLETED APPLICATION

4.) ONE (1) COMPANY LETTER OF GUARANTEE

5.) COPY OF TRAVEL ITINERARY

6.) CONSULATE FEE:

NUMBER OF ENTRIES	LENGTH OF VALIDITY	CONSULATE FEE (REGULAR)	CONSULATE FEE (RUSH)
SINGLE	30 DAYS	\$50.23	\$58.20
DOUBLE	60 DAYS	\$50.23	\$58.20
TRIPLE	90 DAYS	\$50.23	\$58.20

**VALIDITY: VISAS ARE USUALLY ISSUED FOR A SINGLE, DOUBLE OR TRIPLE ENTRIES VALID FOR A STAY OF UP TO 90 DAYS. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF MADAGASCAR. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH MADAGASCAR LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.**

REVISED: 11-1-2017 (JENN)

**REPOBLIKAN'I MADAGASIKARA  
Fitiavana – Fahafahana – Fahamarinana**

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EMBASSY OF MADAGASCAR  
Washington, D.C.  
U.S.A.

<b>Surname</b>	<b>Photograph</b>  2 x 2 inches (51 x 51 mm)
<b>Maiden Name</b>	
<b>Name</b>	
<b>Date of birth</b>	
<b>Place and country of birth</b>	

<b>Current nationality</b>	<b>Nationality at birth</b>
<b>Marital status:</b>	
<b>Home address:</b>	
<b>Email :</b>	
<b>Telephone :</b> ( _____ ) _____ - _____	
<b>Occupation</b>	
<b>Passport #</b>	
<b>Issued by</b>	
<b>Date of issuance</b>	
<b>Date of expiration</b>	

<b>Nature and length of stay</b>
Purpose of the trip (circle applicable)  Tourism — Business — Convention — Studies/Research
Final destination
Length of stay (check and circle applicable)
<input type="checkbox"/> Short stay of _____ days/month
<input type="checkbox"/> One month Transformable for _____ months/years
Number of requested entry (circle applicable):  One — Two — Three — Multiple

<b><u>For official use only</u></b>
Surname _____
Name _____
Visa # _____
Issuance date _____
Visa valid for _____
Permitted length of stay _____
Number of allowed entry _____
File reference _____

Names and surnames of the relatives travelling with you.	
If you are travelling for business, please provide the name and address of the correspondent you are to contact.	
If you are travelling to attend a convention or meeting, please indicate the name and address of the organizing party, and the date of said convention or meeting.	
If you are travelling for the purpose of training, research or studies, please indicate the name and address of the sponsoring entity, and the duration for the training, research or studies.	
Have you ever visited Madagascar before? If yes, for what purpose, when and how long did you stay?	
Have you ever lived in Madagascar for more than three months straight? If yes, please indicate the dates and place(s).	
Name and address of reference in the U.S.A.	
Name and address of reference in Madagascar.	
Date and port of entry in Madagascar:	Date and port of departure from Madagascar:
Means of transportation:	Means of transportation:
Your address(es) in Madagascar	

**IMPORTANT:**

I agree to accept no paid or "au pair" position during my stay in Madagascar, not to settle down definitely in the country, and to leave the Malagasy territory upon the expiration of my visa.

By signing this application, I certify that all the above statement is true; and in case of incorrect declaration or falsification on my part, I understand that, in addition to any penalties imposed by Law, I would be unable to receive any Malagasy visa in the future.

<p><b>For official use only</b></p> <p><i>Avis du Chef de poste :</i></p>
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Place \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**Signature**

Visa will only be issued when the application is dully filled out, dated and signed. With the exception of the passport, vaccination certificate and airline ticket, all other supporting documents will not be returned to the applicant.

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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.***