



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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:** \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-  
-  
-

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**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: MAURITANIA TOURIST VISA

### DOCUMENTS REQUIRED:

|                           |               |                   |               |
|---------------------------|---------------|-------------------|---------------|
| VALID PASSPORT:           | <u>1</u>      | APPLICATION (S):  | <u>2</u>      |
| PASSPORT TYPE PHOTO (S):  | <u>2</u>      | TRAVEL ITINERARY: | <u>1-COPY</u> |
| INT'L HEALTH CERTIFICATE: | <u>1-COPY</u> | EMPLOYER LETTER:  | <u>1</u>      |
| HOTEL CONFIRMATION:       | <u>1-COPY</u> | BANK STATEMENT:   | <u>1</u>      |

OTHER: \_\_\_\_\_  
\_\_\_\_\_

**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>\$3.00</u>  |
| 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: 6 TO 8 WEEKS

COMMENTS: EXPECT THE PROCESS TO TAKE A MINIMUM OF 30 TO 40 DAYS IN THE CONSULATE TO COMPLETE THE PROCESS. PLEASE SUBMIT YOUR APPLICATION AS EARLY AS POSSIBLE TO AVOID ANY UNFORSEEN DELAYS. THE EMBASSY RECOMMENDS THAT YOU DO NOT BUY NON REFUNDABLE OR NON CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND

REVISED: 01-01-2012 (KS)

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



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## MAURITANIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS  
([CLICK HERE](#) TO COMPLETE THE APPLICATION)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR MOST CURRENT BANK STATEMENT
- 6.) LETTER FROM YOUR EMPLOYER
- 7.) COPY OF HOTEL CONFIRMATION
- 8.) COPY OF YELLOW FEVER VACCINATION CERTIFICATE
- 9.) CONSULATE FEE:  
    \$77.00 - 3 MONTH MULTIPLE ENTRY  
    \$116.00 - 3 TO 12 MONTH MULTIPLE ENTRY

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS  
([CLICK HERE](#) TO COMPLETE THE APPLICATION)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) COPY OF HOTEL CONFIRMATION
- 7.) COPY OF YELLOW FEVER VACCINATION CERTIFICATE
- 8.) CONSULATE FEE:  
    \$77.00 - 3 MONTH MULTIPLE ENTRY  
    \$116.00 - 3 TO 12 MONTH MULTIPLE ENTRY

**VALIDITY:** VISAS ARE VALID FOR MULTIPLE ENTRIES FOR UP TO 90 DAYS OR MORE THAN 90 DAYS DEPENDING ON THE CONSULATE FEES PAID. THE VALIDITY, LENGTH AND THE DURATION OF STAY IS DETERMINED ON A CASE BY CASE BASIS BY THE ISSUING VISA OFFICER. NOT ALWAYS WILL THE EMBASSY ISSUE A MULTIPLE ENTRY VISA.

REVISED: 06-26-2011 (SDL)