

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

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MOZAMBIQUE 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):	2-COLOR	TRAVEL ITINERARY:	1-COPY
LETTER OF INVITATION:	1-IF AVAILABLE	COMPANY LETTER:	1

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
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 7 DAY PROCESS)	_____
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:	7 TO 10 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED: 5-24-2018 (JENN)

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MOZAMBIQUE BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING DOCUMENTS

1.) PASSPORT

- MUST HAVE AT LEAST 2 BLANK VISA PAGES
- VALID FOR A MINIMUM OF 6 MONTHS

2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)

3.) ONE (1) COMPLETED APPLICATION

4.) COPY OF TRAVEL ITINERARY

5.) COMPANY LETTER OF GUARANTEE

6.) COPY OF INVITATION (IF AVAILABLE)

7.) PROOF OF U.S. STATUS: (PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF PERMANENT RESIDENT CARD
- ORIGINAL U.S. VISA AND COPY OF THE I-94 (VISIT <https://i94.cbp.dhs.gov/>)

8.) CONSULATE FEE: SEE FEES LISTED BELOW

<u>CONSULATE FEES</u>		
<u>NUMBER OF ENTRIES</u>	<u>CONSULATE FEE (REGULAR)</u>	<u>CONSULATE FEE (RUSH)</u>
SINGLE ENTRY	\$160.00	\$220.00
90-DAY MULTI-ENTRY	\$180.00	\$250.00

VALIDITY: SINGLE ENTRY VISAS ARE VALID FOR ONE ENTRY TO BE USED WITHIN (60) SIXTY DAYS FROM THE DAY THE VISA WAS ISSUED. YOU MAY STAY UP (30) THIRTY DAYS IN MOZAMBIQUE. MULTIPLE ENTRY VISAS ARE VALID FOR UP TO (180) ONE HUNDRED AND EIGHTY DAYS AND WILL ALLOW A STAY UP TO (15) FIFTEEN DAYS ON EACH VISIT IN MOZAMBIQUE.

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The general principle is that if you are not a Mozambican citizen, you **MUST** have a visa to enter Mozambique. However, citizens of the following countries **DO NOT** need visa:

1. Botswana
2. Malawi
3. Mauritius
4. South Africa
5. Swaziland
6. Zambia
7. Zimbabwe, unless the purpose to enter Mozambique is to **study, work or reside** in the country.

Citizens of Angola, Brasil, Cabo Verde, Guiné-Bissau, Portugal e S.Tomé e Príncipe, holders of an official or diplomatic passport **DO NOT** require a visa to enter Mozambique.

General requirements

- Submit an original passport, valid for at least 6 months from the date of entry into Mozambique and with at least 1 blank page for a visa. Amendment pages are excluded
- Citizens other than from the United States of America and Canada, but living in these countries, must submit a copy of their permanent residence status
- Fill the visa application form properly. It is very important that you provide all the information required, including the name and address of your place of stay in Mozambique. **Please be advised that lack of information may result in delay or even denial of your application.** [Print the visa application form.](#)
- Submit two passport size photographs (passport photos must be in color and against a white background)
- Payments must be only by money order in US dollars, and payable to the Embassy of Mozambique.
- Invitations by organizations operating in Mozambique must include a copy of their legal status issued by the Mozambican authorities.
- Invitations by non-citizens living in Mozambique must include a copy of "DIRE" as proof of residence.
- Persons under the age of 18 must attach a parental travel consent letter and their birth certificate to the visa application form.
- The processing time for all kinds of visa is 10 working for normal processing and 3 to 4 working days for urgent processing.
- If the applicant has been in a Yellow Fever endemic country, the applicant must bring a Yellow Fever Certificate.

NOTE. A VISA MUST BE OBTAINED PRIOR TO THE TRIP AT THE CONSULAR SERVICES AS A VISA CAN NO LONGER BE ISSUED UPON ARRIVAL AT ANY OF MOZAMBIQUE'S ENTRANCE POINTS. SHOULD YOU REQUIRE A BORDER VISA YOU MUST REQUIRE PRIOR AUTHORIZATION FROM **Direcção Nacional de Migração.**

Types of visa and specific requirements

Business visa: When the purpose of entry is business related, a letter from applicant's company or from the inviting company in Mozambique is required

Visit visa: A letter of the inviting party in Mozambique is required

Tourism visa: A copy of the flight itinerary and a copy of the hotel reservation are required

Residence visa: A copy of the work contract (in Mozambique) and a copy of a police clearance (from the place of residence of the applicant) are required

Student visa: A letter from the applicant's school is required

Transit visa: A visa for the final destination is required, unless this is the applicant's country of origin or residence.

Diplomatic and Official visas: For government officials as well as World Bank and International Monetary Fund staff, when on official business.

Visas can be Single, Double or Multiple.

Single entry visa: Allows to enter the country one time only, for 30, 60, or 90 days.

Double entry visa: Allows to enter the country two times.

Multiple entry visa: Allows to enter the country several times, for up to 30 days each time.

Notice:

The visa must be used within sixty (60) days from the issuance dates.

PEDIDO DE ENTRADA EM MOCAMBIQUE REQUEST FOR ENTRY VISA TO MOZAMBIQUE			RECIBO Nº		
PREENCHER COM LETRA LEGIVEL TO BE FILLED IN LEGIBLE LETTERS		RESERVADO AOS SERVICOS: FOR OFFICIAL USE:		VISTO Nº	
UMA ENTRADA Single entry <input type="checkbox"/>				DATA DE EMISSAO/...../.....	
DUPLAS ENTRADAS Double entry <input type="checkbox"/>				VALIDADE/...../.....	
MULTIPLAS ENTRADAS Multiple entries <input type="checkbox"/>					
APELIDO Surname			NOME COMPLETO Full name		
NOME DE SOLTEIRA Maiden name			PAIS E LOCAL DE NASCIMENTO Country and place of birth		
DATA DE NASCIMENTO Date of birth		SEXO Sex	ESTADO CIVIL Marital status		NACIONALIDADE Nationality
PASSAPORTE Nº Passport Nº	DATA DE EMISSAO Date of issue/...../.....		Validade Validity/...../.....		NACIONALIDADE DO P.te P.te nationality
PROFISSAO/OCUPACAO Profession/Occupation			CARGO QUE OCUPA Position you hold		
INSTITUICAO, ORGANIZACAO OU EMPRESA ONDE TRABALHA Institution, organization or firm you work					
ENDERECO DA RESIDENCIA PERMANENTE Address of the permanent residence					
ESTEVE ALGUMA VEZ EM MOCAMBIQUE ? Have you ever before been in Mozambique ?		SIM Yes	<input type="checkbox"/>	NAO No	<input type="checkbox"/>
JA FOI RESIDENTE EM MOCAMBIQUE ? Have you ever been a resident in Mozambique ?		SIM Yes	<input type="checkbox"/>	NAO No	<input type="checkbox"/>
PORQUE SAIU DE MOCAMBIQUE ? Why did you leave Mozambique ?		DATA DE SAIDA Date of exit }/...../.....			
INDIQUE AS INSTUICOES E EMPRESAS A QUE ESTEVE LIGADO Mention the institutions and firms to which you were attached					
O PREENCHIMENTO INCORRECTO OU INCOMPLETO IMPLICA RESPOSTA TARDIA, DEVOLUCAO OU INDEFERIMENTO INCOMPLETE OR INCORRECT FILLING IN OF THIS FORM MAY RESULT IN DELAY DEVOLUTION OR REJECTION					

DETALHE OS MOTIVOS DA ENTRADA EM MOCAMBIQUE <u>In detail</u> give reasons for your entry in Mozambique				
TEMPO DE ESTADA EM MOCAMBIQUE Length of stay in Mozambique		DATA DE ENTRADA Date of entry/...../.....	DATA DE SAIDA Date of exit/...../.....	
FRONTEIRA DE ENTRADA Entry border		FRONTEIRA DE SAIDA Exit border		
ENDERECO DA HOSPEDAGEM EM MOCAMBIQUE – Address of residence in Mozambique				
PROVINCIA Province	DISTRITO District	CIDADE City	AVENIDA/RUA Avenue/street	CASA Nº House Nº
FAMILIARES/AMIGOS RESIDENTES EM MOCAMBIQUE – Relatives, friends living in Mozambique				
NOME COMPLETO Full name	NACIONALIDADE Nationality	PARENTESCO Relationship	ENDERECO Address	
RESERVADO AOS SELOS Reserved for stamps				
DATA Date }/...../.....				
ASSUNATURA DO REQUENTE OU DA ENTIDADE SOLICITANTE Signature of applicant or of the applying entity				
ASSINATURA RECONHECIDA POR SEMELHANCA A EXISTENTE NO Nº EMITIDO A/...../..... EM				
RESERVADO AOS SERVICOS For official use			DATA DE RECEPCAO/...../.....	
.....			DATA DE ENTREGA/...../.....	
ASSINATURA DO FUNCIONARIO				

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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.