



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#: _____

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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MOZAMBIQUE

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) COPY OF YOUR INVITATION FROM YOUR CONTACT IN MOZAMBIQUE
- 6.) CONSULATE FEE:
 - \$60.00 SINGLE ENTRY (5 TO 7 DAY PROCESS)
 - \$70.00 SINGLE ENTRY (3 TO 4 DAY PROCESS)
 - \$80.00 SINGLE ENTRY (1 TO 2 DAY PROCESS)
 - \$135.00 MULTIPLE ENTRY (5 TO 7 DAY PROCESS)
 - \$150.00 MULTIPLE ENTRY (3 TO 4 DAY PROCESS)
 - \$180.00 MULTIPLE ENTRY (1 TO 2 DAY SERVICE)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE FEE:
 - \$60.00 SINGLE ENTRY (5 TO 7 DAY PROCESS)
 - \$70.00 SINGLE ENTRY (3 TO 4 DAY PROCESS)
 - \$80.00 SINGLE ENTRY (1 TO 2 DAY PROCESS)
 - \$135.00 MULTIPLE ENTRY (5 TO 7 DAY PROCESS)
 - \$150.00 MULTIPLE ENTRY (3 TO 4 DAY PROCESS)
 - \$180.00 MULTIPLE ENTRY (1 TO 2 DAY PROCESS)

VALIDITY: SINGLE ENTRY VISAS ARE TO BE USED WITHIN (60) SIXTY DAYS FROM DAY THE VISA IS ISSUED AND YOU MAY STAY UP TO (30) THIRTY DAYS IN MOZAMBIQUE. MULTIPLE ENTRY VISAS ARE VALID FOR UP TO (6) SIX MONTHS FROM THE DAY THE VISA IS ISSUED AND YOU CAN STAY A TOTAL OF (15) FIFTEEN DAYS ON EACH ENTRY INTO MOZAMBIQUE. BOTH VISAS CAN BE EXTENDED WHILE IN MOZAMBIQUE.

REVISED: 12-20-2011 (KS)

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 (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.
DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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:	
UMA ENTRADA <input type="checkbox"/> Single entry		VISTO Nº DATA DE EMISSAO/...../..... VALIDADE/...../.....	
DUPLAS ENTRADAS <input type="checkbox"/> Double entry			
MULTIPLAS ENTRADAS <input type="checkbox"/> Multiple entries			
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				