



# 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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## **MOZAMBIQUE BUSINESS VISA**

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

- 1.) **SIGNED U.S. PASSPORT**
  - a. MUST HAVE AT LEAST (1) ONE BLANK VISA PAGE
  - b. MUST BE VALID FOR A MINIMUM OF SIX (6) MONTHS
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **U.S. COMPANY LETTER OF GUARANTEE**
- 5.) **COPY OF INVITATION** (IF AVAILABLE)
- 6.) **COPY OF TRAVEL ITINERARY**
- 7.) **CONSULATE FEE**: SEE FEES LISTED BELOW

<b>CONSULATE FEES</b>		
<b>NUMBER OF ENTRIES</b>	<b>CONSULATE FEE (REGULAR)</b>	<b>CONSULATE FEE (RUSH)</b>
SINGLE ENTRY	\$160.00	\$220.00
90-DAY MULTI-ENTRY	\$180.00	\$250.00
180-DAY MULTI-ENTRY	\$210.00	\$290.00

**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. THE EMBASSY DOES NOT OFFER RUSH SERVICE WHEN REQUESTING A 6 MONTH MULTIPLE ENTRY VISA. BOTH THE SINGLE ENTRY AND THE MULTIPLE ENTRY VISAS CAN BE EXTENDED WHILE IN MOZAMBIQUE (*MUST BE DONE BEFORE THEY EXPIRE*).

**REVISED: 08-05-2016 (SDL)**

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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!**

<b>PEDIDO DE ENTRADA EM MOCAMBIQUE</b> REQUEST FOR ENTRY VISA TO MOZAMBIQUE				RECIBO Nº	
<b>PREENCHER COM LETRA LEGIVEL</b> TO BE FILLED IN LEGIBLE LETTERS		<b>RESERVADO AOS SERVICOS:</b> FOR OFFICIAL USE:			<b>VISTO Nº</b>
UMA ENTRADA Single entry <input type="checkbox"/>					DATA DE EMISSAO ...../...../.....
MULTIPLAS ENTRADAS Multiple entries <input type="checkbox"/>					VALIDADE ...../...../.....
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 PASSAPORTE Passport 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 Adress: _____				Mobile: _____ Email: _____	
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					
<b>O PREENCHIMENTO INCORRECTO OU INCOMPLETO IMPLICA RESPOSTA TARDIA, DEVOLUCAO OU INDEFERIMENTO</b> INCOMPLETE OR INCORRECT FILLING IN OF THIS FORM MAY RESULT IN DELAY DEVOLUTION OR REJECTION					

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