



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: 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 TOURIST VISA NON USA PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	INVITATION OR HOTEL CONF.:	<u>1-COPY</u>
LETTER OF INTENT:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: COPY OF PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL
VALID USA VISA AND I-94(VISIT <https://i94.cbp.dhs.gov/>). 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>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (RUSH PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 TO 15 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 10 DAYS FROM THE DAY THE APPLICATION IS SUBMITTED (\$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.

REVISED: 08-05-2016 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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MOZAMBIQUE

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) **PASSPORT**
 - MUST HAVE AT LEAST 1 BLANK VISA PAGE
 - 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.) **LETTER OF INTENT STATING REASON FOR TRAVEL AND CONTACTS IN MOZAMBIQUE**
- 6.) **COPY OF THE INVITATION OR HOTEL CONFIRMATION**
- 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*

BUSINESS VISA:

- 1.) **PASSPORT**
 - *MUST HAVE AT LEAST 1 BLANK VISA PAGE*
 - *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**
- 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>		
NUMBER OF ENTRIES	CONSULATE FEE (REGULAR)	CONSULATE FEE (RUSH)
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 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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Specializing in Visas, Passports, Document Legalization and Translations

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 to 15 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.

Visa Fees With Effect on August 1st 2015:

- **Single entry Visa (30, 60, 90 days Visa)**

Normal (10 – 15 days): **\$160 USD**

Urgent (Less than 10 days): **\$220 USD**

- **Multiple Entry Visa: (90 days Visa)**

Normal (10 – 15 days): **\$180 USD**

Urgent (Less than 10 days): **\$250 USD**

- **Multiple Entry Visa: (180 days Visa):**

Normal (10 – 15 days): **\$210 USD**

Urgent (Less than 10 days): **\$290 USD**

Please note that visa fees are non-refundable.



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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:		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"/>	<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"/>	<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				

