

# 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: [vipinfo@vippassports.com](mailto: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 TOURIST VISA

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	TRAVEL ITINERARY:	1-COPY
INVITE OR HOTEL CONFIRM:	1-COPY	COMPANY LETTER:	N/A

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

SPECIAL HANDLING FEE: (LESS THAN 7 DAY PROCESS) \_\_\_\_\_

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

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 <sup>ST</sup> 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 12-5-2018 (JENN)

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## MOZAMBIQUE TOURIST VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) SIGNED PASSPORT

- MUST HAVE AT LEAST TWO (2) BLANK VISA PAGE
- MUST BE VALID FOR A MINIMUM OF SIX (6) MONTHS

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

3.) ONE (1) COMPLETED APPLICATION

4.) LETTER OF INVITATION (WHEN APPLICABLE)

- IF INVITER IS A NON-MOZAMBIQUE CITIZEN, PLEASE BE SURE TO INCLUDE A COPY OF THE "DIRE" AS PROOF OF RESIDENCE

5.) LETTER OF INTENT

6.) COPY OF TRAVEL ITINERARY

7.) HOTEL CONFIRMATION (IF YOU HAVE NOT BEEN INVITED)

8.) CONSULATE FEE:

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

**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 THREE (3) MONTHS FROM THE DAY THE VISA IS ISSUED AND YOU CAN STAY A TOTAL OF (15) FIFTEEN DAYS ON EACH ENTRY INTO MOZAMBIQUE. BOTH THE SINGLE AND MULTIPLE ENTRY VISAS CAN BE EXTENDED WHILE IN MOZAMBIQUE (*MUST BE DONE BEFORE THEY EXPIRE*).

REVISED: 5-24-2018 (JENN)

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

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

<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>RESERVADO AOS SELOS</b> Reserved for stamps				
<b>DATA</b> Date } ...../...../.....				
<b>ASSUNATURA DO REQUENTE OU DA ENTIDADE SOLICITANTE</b> Signature of applicant or of the applying entity				
<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>				