



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: _____

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

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 _____

Visa Application

[Get A Visa Application.](#)

Please note that Citizens of the following countries **do not need a visa** to enter the Kingdom of Morocco **and may stay up to 90 days.**

Algeria - Andorra - Argentina - Australia - Austria - Bahrain - Belgium - Brazil - Bulgaria - Canada - Chile - Republic of Congo - Croatia - Cyprus - Czech Republic - Denmark - Estonia - Finland - France - Germany - Great Britain - Greece - Guinea (Conakry) - Hong Kong - Hungary - Iceland - Indonesia - Ireland - Italy - Ivory Coast - Japan - Kuwait - Latvia - Libya - Liechtenstein - Lithuania - Luxemburg - Mali - Malta - Mexico - Monaco - Netherlands - New Zealand - Niger - Norway - Oman - Peru - Philippines - Poland - Portugal - Puerto Rico - Qatar - Romania - Russian Federation - Saudi Arabia - Senegal - Singapore (Singaporean nationals may stay up to one month without visa) - Slovakia - Slovenia - South Korea - Spain - Sweden - Switzerland - Tunisia - Turkey - United Arab Emirates - United States of America - Venezuela.

Citizens from countries not listed above do need a visa and the requirements are as follows:

- A [visa application](#) form duly signed and filled out in capital letters
- Original passport (valid for over 3 months at the entry date)
- Copy of the original passport (Pages 1-3)
- Two passport size color photos with a white background
- Copy of the applicant's legal status in the US: Green card, F1 Visa, H1B-Visa, etc.
- In case the applicant is a US visa holder, a copy of the I-94 (the I-94 is a document stapled to the passport) is required
- Copy of the round trip plane tickets or of the confirmed reservation
- Hotel reservation or notarized Letter of Invitation from your host in Morocco
- Any applicant married to Moroccan citizen, a copy of the marriage certificate and a copy of the Moroccan passport or national ID of the Moroccan spouse, can be a substitute for the invitation letter or for the hotel reservation

Visa fees:

- 3 to 90 days stay period (one entry): \$28
- 3 to 90 days stay period (two entries): \$42

Visa applications of refugees and nationals of some countries need to be approved in Morocco, which may take approximately six weeks.

Important Information:

- **The decision to grant a visa will be at the sole discretion of the Consulate General of the Kingdom of Morocco.**
- **The fact that a visa has been granted to an applicant does not mean that he/she will be entitled entry to the Moroccan territory. The prerequisites for entry will be checked again by the immigration services at the airport in Morocco.**



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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 A (N) (POSITION) FOR (COMPANY NAME). MR. /MRS.
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED
EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR. /MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,
(EMPLOYEE), 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.

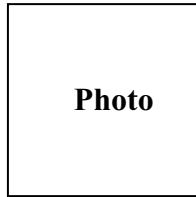
Royaume du Maroc
Ministère des Affaires Etrangères
et de la Coopération



المملكة المغربية
وزارة الشؤون الخارجية
والاندلس
مديرية الشؤون القنصلية والاجتماعية

Direction des Affaires Consulaires et Sociales

Visa Application Form



1. First Name(s) :		Cadre réservé aux services de l'Ambassade ou du Consulat
2. Family Name(s) :		
3. Date of Birth :/...../.....	4. Identity Card Number : (For minors write mention « minors »)	Date d'introduction de la demande :/.../....
5. Place and Country of birth		Responsable du dossier :
6. Current Nationality :	7. Original Nationality (Nationality of birth) :	Visa : <input type="checkbox"/> Refusé <input type="checkbox"/> Accordé <input type="checkbox"/> Annulé
8. Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Marital situation : <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow <input type="checkbox"/> Other:	Type et catégorie du visa : /

10. Father's name and Family Name		11. Mother's Name and Family Name :		Nombre d'entrées : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiples																	
12. Type of Passport : <input type="checkbox"/> Ordinary Passport <input type="checkbox"/> Diplomatical Passport <input type="checkbox"/> Service Passport or equivalent <input type="checkbox"/> Travel document for refugier or apatried <input type="checkbox"/> Other				Valable du :/.../..... Au :/.../.....																	
13. Passport Number : Serial Number :		14. Issued by : t :		Motif : (En cas de Refus ou d'Annulation)																	
15. Date of issue/.../.....		16. Valid until :/.../.....																			
17. Profession :																					
18. Purpose of Travel : <input type="checkbox"/> Tourism <input type="checkbox"/> Affairs <input type="checkbox"/> Family visit <input type="checkbox"/> Culture/ Sport <input type="checkbox"/> Official visit <input type="checkbox"/> Medical Purpose <input type="checkbox"/> Studies <input type="checkbox"/> Other (Precise):																					
19. Type of visa <input type="checkbox"/> Long validity <input type="checkbox"/> Short validity <input type="checkbox"/> Transit		20. Number of entries : <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries		21. Duration of stay : Number of days :																	
22. Arrival date :/.../.....		23. Border of entry or transit route		24. Mean of transport :																	
25. Previous visas : <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>Date</u></th> <th style="text-align: left; width: 15%;"><u>Number</u></th> <th style="text-align: left; width: 30%;"><u>Place of issue</u></th> <th style="text-align: left; width: 30%;"><u>Duration</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						<u>Date</u>	<u>Number</u>	<u>Place of issue</u>	<u>Duration</u>	1.				2.				3.			
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1.																					
2.																					
3.																					

26. In case of transit, have you an entry permit to entry to Final country

No Yes

Country of destination :

Valid until : . . / . . /

Delivered by

27. Host or Host company :

(If not, indicate name or a temporary adress in Morocco)

Name :

Adress :

Telephone Number: Fax :

Email :

28. Who is paying for your travel and your needs during your stay ?

My Self Host(s) Host company (Indicate the names and the modalities and present corresponding documentation)

.....
.....

29. Financial Means used during your stay :

Moyens de financement utilisés au cours du séjour :

Money (Cash) Traveller Cheques Credit Card Accomodation

Others :

Travel Insurance and/or Medical Insurance – Valid until : . . / . . /

30. Children (individual application for each passport)

Family Name

First Name

Date of birth

1-

2-

3-

I declare that all information I advanced is correct and complete. I am conscious of the fact that any false declaration will lead to the rejection of application or the annulment of the the visa if already issued and may lead to legal proceedings according to the regulations in force in Morocco.

Note :

- In addition to your valid passport and visa, you should be able during your passage through the Moroccan frontier to present all documents that may justify your return and your stay, your subsistence means, insurance statement, etc

- Entry to the Moroccan territory may be refused to the alien who does not fulfil all these requirements.

Providing all the required documents does not necessarily open right to visa.

<p>31. <u>A pplicant's adress :</u></p>	<p>32. <u>Phone :</u></p>	
<p>33. <u>Done in :</u>.....</p>	<p>34. <u>Firm :</u></p>	