



# 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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## MOROCCO BUSINESS VISA *NON-U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	COPY OF ITINERARY:	<u>1</u>
COMPANY LETTER:	<u>1</u>	INVITATION:	<u>1-COPY</u>
OTHER: <u>PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT <a href="http://www.cbp.gov/i94">www.cbp.gov/i94</a>).</u>			
<u>PLEASE SEE THE NEXT PAGES FOR MORE DETAILED INFORMATION.</u>			

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEES PER PERSON:

VIP SERVICE FEE:	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER FEE:	<u>\$6.00</u>
*ADD RETURN FEDERAL EXPRESS:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

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

### VISA PROCESSING TIME:

AVERAGE PROCESSING TIME 4 TO 7 DAYS

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVIS E D: 1-11-2016\* (JENN)

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



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## 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 - Liechtenstein - Lithuania - Luxemburg - Mali - Malta - Mexico - Monaco - Netherlands - New Zealand - Niger - Norway - Oman - Peru - Philippines - Poland - Portugal - Puerto Rico - Qatar - Romania - 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.

Visitors intending to stay in Morocco longer than 90 days, however, should request a permission to extend the duration of their stay, at the nearest Police Precinct to their place of residence in Morocco. Citizens from countries not listed above do need a visa and the requirements are as follows:

### **Visa requirements for diplomats and officials of international organizations:**

- [Visa application](#) form **duly filled out in capital letters and signed**
- Original passport (valid for over 6 months at the entry date)
- Copy of the original passport (Pages 1-3)
- Two passport size color photos with a white background
- A verbal note
- Visa processing fees will be waived for diplomats and officials of international organizations

### **Business visa:**

- A [visa application](#) form duly filled out in capital letters and signed
- Original passport (valid for over 6 months at the entry date)
- Copy of the original passport (Pages 1-3)
- Two passport size color photos with white background
- Copy of the applicant's legal status in the US: Green card, F1 Visa, H1B-Visa, L1 Visa, O1 Visa, J1 Visa, or G1 Visa. **B1/B2 Visa is not accepted.**
- In case the applicant is an **F1 or H1B US visa holder**, a copy of the I-94 (the I-94 is a document stapled to the passport) is required
- Copy of the invitation letter issued by the company you are planning to visit in Morocco
- Copy of the plane tickets or of the confirmed reservation

### **Business Visa fees:**

- 3 to 90 days stay period (one entry): \$22.50
- 3 to 90 days stay period (two entries): \$34.00

**CONTINUED→**



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## **Processing time:**

- Your application will be processed only if you provide all the requirements listed in the above guidelines. **The processing time is no less than a week.**
- Visa applications of refugees and nationals of some countries need to be approved in Morocco, which may take approximately **six weeks**, so please contact the visa officer at 1 (212) 758 2625, ext. 314 or at [CGOKM.visa@gmail.com](mailto:CGOKM.visa@gmail.com) to follow up on your application.

## **Visa application for a minor**

- A minor who is not travelling with his/her parents, needs to provide a notarized letter signed by both parents authorizing the child to travel with designated adult. The parent authorization should be submitted with the application.

## **Foreigners residing in Morocco**

- The formality of the return Visa for foreigners residing in Morocco has been waived as of January 1, 2005. Foreigners residing in Morocco, who have been subjected in the past to the formality of the return Visa, can enter and exit freely, with their residence card, their registration card, or the receipt of their residence card application.

## **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.**
- More useful information concerning visiting Morocco can be found on the following link:  
[www.visitmorocco.com](http://www.visitmorocco.com)

REVISED: 1-11-2016 JENN



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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,

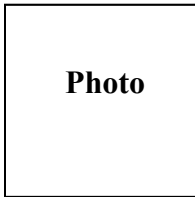
(**SUPERVISORS SIGNATURE**)

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!**



## Visa Application Form



<b>1. First Name(s) :</b> .....		Cadre réservé aux services de l'Ambassade ou du Consulat
<b>2. Family Name(s) :</b> .....		
<b>3. Date of Birth :</b> ...../...../.....	<b>4. Green Card Number :</b> ..... ( For minors write mention « minors » )	<b>Date d'introduction de la demande : ..../.../....</b> .....
<b>5. Place and Country of birth</b> .....		<b>Responsable du dossier :</b> .....
<b>6. Current Nationality :</b> .....	<b>7. Original Nationality (Nationality of birth) :</b> .....	<b>Visa :</b> <input type="checkbox"/> Refusé <input type="checkbox"/> Accordé <input type="checkbox"/> Annulé
<b>8. Sex :</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>9. Marital situation :</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow <input type="checkbox"/> Other: .....	<b>Type et catégorie du visa :</b> ..... / .....
<b>10. Father's name and Family Name</b> .....	<b>11. Mother's Name and Family Name :</b> .....	<b>Nombre d'entrées :</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiples

<b>12. Type of Passport :</b> <input type="checkbox"/> <i>Ordinary Passport</i> <input type="checkbox"/> <i>Diplomatic Passport</i> <input type="checkbox"/> Service Passport or equivalent <input type="checkbox"/> Travel document for refugier or apatried <input type="checkbox"/> Other .....		<b>Valable du :</b> ..../.../.....  <b>Au :</b> ..../.../.....  <b>Motif :</b> (En cas de Refus ou d'Annulation) ..... .....																
<b>13. Passport Number :</b> ..... <b>Serial Number :</b> .....	<b>14. Issued by :</b> .....																	
<b>15. Date of issue</b> ...../...../.....	<b>16. Valid until :</b> ...../...../.....																	
<b>17. Profession :</b> .....																		
<b>18. Purpose of Travel :</b> <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): .....																		
<b>19. Type of visa</b> <input type="checkbox"/> Long validity <input type="checkbox"/> Short validity <input type="checkbox"/> Transit	<b>20. Number of entries :</b> <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	<b>21. Duration of stay :</b>  Number of days:.....																
<b>22. Arrival date :</b> ...../...../.....	<b>23. Border of entry or transit route</b> .....	<b>24. Mean of transport :</b> .....																
<b>25. Previous visas :</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Place of issue</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><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.			
<u>Date</u>	<u>Number</u>	<u>Place of issue</u>	<u>Duration</u>															
1.																		
2.																		
3.																		
<b>26. In case of transit, have you un entry permit to entry to Final country</b> <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>Country of destination:</b> .....  Valid until:    ..../.../.....  Delivered by .....																		

**27. Host or Host company :**

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

Name: .....

Address:.....

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  Accommodation

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.*

**31. Applicant's address :**

.....

**32. Phone :**

.....

**33. City/State :**.....

**34. Signature :**.....