



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#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: MOROCCO BUSINESS-NON USA PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	COPY OF ITINERARY/TICKET:	<u>1</u>
COMPANY LETTER:	<u>1</u>	ORIGINAL BUSINESS CARD:	<u> </u>
NOTARIZED INVITATION:	<u>1</u>	RELEASE LETTER:	<u> </u>
OTHER: <u>PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA</u>			

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

FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>4-7 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50		
		TODAY'S DATE:	<u> </u>

COMMENTS:

REVISED: 01-19-2008 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations

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 (If your stay is longer than 90 days, a resident permit is required and can be issued by the Police Department of your place of residence in Morocco):

Algeria - Andorra - Argentina - Australia – Austria – Bahrain – Belgium – Brazil – Bulgaria - Canada – Chile – Congo Popular Republic – Croatia - Cyprus - Czech Republic - Denmark – Estonia - Finland – France - Germany – Great Britain – Greece – Guinea (Conakry) - Hongkong - 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 - Puerto Rico – Qatar – Romania - Russian Federation - Saudi Arabia – Senegal – Singapore (They can stay 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 may apply according to the following instructions:

1. All items must be completed on the front and reverse of the application form.
2. Submit the following:
 - Your original valid passport (minimum validity of 6 months at the entry date).
 - One passport size color photo (Would you please write your full name on the back of the pictures).
 - Copy of your legal status in the US: Green card, F1 Visa, or Work permit.
 - Copy of your detailed flight itinerary and/or copy of the ticket in case of purchase.
 - Employment verification from your employer in the US.
 - Notarized Letter of Invitation from your sponsor in Morocco or hotel reservation.

3. Fees:
 - 24 hours: \$17
 - 48 hours: \$22
 - 3 to 90 days (one entry): \$35
 - 3 to 90 days (2 entries): \$45

Processing your application: Your application will be processed ONLY if you provide information to all items on the form as prescribed by the above guidelines.



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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
MINISTERE DES AFFAIRES ETRANGERES**

CONSULAT GENERAL A NEW YORK

Numero du visa accorde:

DEMANDE DE VISA
VISA APPLICATION

**A remplir lisiblement en
Anglais ou Francais.
Please fill in very clearly
in English or French.**

Nom de famille: _____
Family name

Prenom: _____
First name

Nom de jeune fille: _____
Maiden name

Date de naissance: _____
Date of birth

Lieu de naissance: _____
Place of birth

Nationalite d'origine: _____
Nationality of origin

Nationalite actuelle: _____
Present nationality

Etat civil: _____
Civil status

Nombre d'enfants: _____
Number of children

Adresse domicile: _____
Home address

Adresse bureau: _____
Office address

Profession: _____
Profession

Date approximative d'arrivee au Maroc: _____
Approximate date of arrival in Morocco

PHOTO

N# passeport: _____
Passport #

Delivre le: _____
Delivered on:

Par: _____
By:

Expire le: _____
Expires on:

Nature et duree du visa demandee:
(Le carre ci-contre doit etre rempli.
Rayer les mentions inutiles)
Nature and length of visa applied for:
(Please fill in opposite square.
Cross out when not applicable.)

Transit a destination de:
Transit to: _____

Arret de _____ jours
Stop over of _____ days

Sejour de _____ jours
Stay of _____ days

Sejour de _____ mois
Stay of _____ months

RESIDENT ALIEN CARD

Registration # _____

Delivered on: _____

By: _____

Expiration date: permanent

But de votre visite au Maroc: _____
Aim of your visit in Morocco:

S'il s'agit d'un voyage d'affaires, donnez les noms et adresses exactes des personnes que vous comptez voir:
If this is a business trip, please give names and exact addresses of the business people you plan to see:

Precisez le port ou l'aéroport d'entrée au Maroc: _____
Please state port or airport of entry in Morocco:

Adresse exacte ou vous comptez séjourner au Maroc: _____
Exact address where you plan to stay in Morocco:

Avez vous l'intention d'établir un commerce ou une industrie au Maroc: _____
Do you intend to start a business or an industry in Morocco:

Où avez vous l'intention d'aller en quittant le Maroc: _____
Where do you plan to go when leaving Morocco:

Je m'engage à ne pas accepter un emploi salarié ou un travail rémunéré (en argent ou en nature) pendant mon séjour au Maroc; à ne pas tenter de rester définitivement au Maroc; à quitter le territoire du Maroc à la date d'expiration du visa qui me sera accordé.

I hereby agree not to accept a salaried job or any other work which offers remuneration during my stay in Morocco; to make no attempt to stay permanently in Morocco; to make no attempt to stay permanently in Morocco; to leave the Moroccan territory on the expiration date of the visa granted to me.

Ma signature engage ma responsabilité et m'expose aux poursuites par la loi en cas de fausses déclarations.
My signature is binding and makes me subject to legal action in case of false statements.

Signature: _____
Sined:

Date: _____
Dated: