



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: _____



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
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NAMIBIA BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
HOTEL CONFIRMATION:	<u>1-COPY</u>	COMPANY LETTER:	<u>1</u>
INVITATION:	<u>1-COPY</u>	BANK STATEMENT:	<u>1-COPY</u>
OTHER:	_____		

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24-48 HOUR RUSH PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*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: 3 TO 5 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED IN LESS THEN 72 HOURS FROM WHEN WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE) TO THE EMBASSY.

COMMENTS: _____

REVISED: 4-30-2015 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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NAMIBIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) **SIGNED U.S. PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY, 3 BLANK VISA PAGES)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION** (APPLICATION CAN BE COPIED)
- 4.) **ONE (1) U.S. COMPANY LETTER OF GUARANTEE**
- 5.) **ONE (1) COPY OF MOST RECENT BANK STATEMENT**
- 6.) **ONE (1) COPY OF INVITATION LETTER** FROM NAMIBIA
- 7.) **COPY OF HOTEL CONFIRMATION**
- 8.) **COPY OF TRAVEL ITINERARY**

CONSULATE FEES		
VALIDITY	REGULAR PROCESSING <i>(3 -5 BUSINESS DAYS)</i>	EXPEDITED PROCESSING <i>(1 - 2 BUSINESS DAYS)</i>
SINGLE	\$50.00	\$100
MULTIPLE	\$100.00	\$150.00

VALIDITY: VISAS ARE TYPICALLY ISSUED FOR SINGLE OR MULTIPLE ENTRIES FOR UP TO THREE MONTHS THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF NAMIBIA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH NAMIBIA LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS.

REVISED: 4-30-2015(JENN)

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REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
 DEPARTMENT OF CIVIC AFFAIRS
 IMMIGRATION CONTROL ACT, 1993
APPLICATION FOR VISA
 (Sections 12 and 13 / Regulation 11)

FOR OFFICIAL USE ONLY Approved / Not Approved Single / Multiple Entry
File No: _____
Date of Issue: _____
Date of Expiry: _____
Remarks: _____ _____ _____
Signature: _____
Date: _____

- Surname: _____
- First Names: _____
- Maiden name (if applicant is or was a married woman): _____

ITEMS 4 TO 10 TO BE COMPLETED BY INSERTING AN "X" IN THE APPROPRIATE BOX

- Sex: Male Female
- Marital Status: Never Married Married Divorced Widow/Widower
- Have you at any time applied for a permit to settle permanently in Namibia? Yes No
- Have you ever been restricted or refused entry to Namibia? Yes No
- Have you ever been deported or ordered to leave Namibia? Yes No
- Have you ever been convicted of any crime in any country? Yes No
- Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial or other skin disease; syphilis or any other venereal disease; or leprosy or acquired immune deficiency syndrome virus (AIDS virus), or any mental illness or affliction? Yes No
- If the reply to any one of the questions 6 to 19 is in the affirmative, attach full particulars
- Birth: (a) Date: _____ (b) Place: _____ Country: _____
- Citizenship: _____ (if acquired by naturalization, state original citizenship)
- Passport: (a) Number _____ (b) Place of issue: _____
 (c) Date of issue _____ (d) Date of expiry: _____
 (e) Is passport valid for travel to Namibia? Yes No
- (a) Present residential address: _____
 (b) Telephone number: (Code: _____) No: _____
- Address and period of residence in country of which you are a permanent resident:
 (a) Residential address: _____
 (b) Telephone number: (Code: _____) No: _____
 (c) Period: _____
- Occupation or profession: _____
- Firm, company, university, etc., to which you are attached or which you represent: _____
 (a) Name and address of employer: _____
 (b) Telephone number: (Code: _____) No: _____
 (c) Nature of business: _____
 (d) If a student, name of university to which you are attached and the course pursued: _____
- If accompanied by your wife and children, state:

FIRST NAMES			DATE OF BIRTH			PLACE OF BIRTH		
(a) _____	(a) _____	(a) _____	(a) _____	(a) _____	(a) _____	(a) _____	(a) _____	(a) _____
(b) _____	(b) _____	(b) _____	(b) _____	(b) _____	(b) _____	(b) _____	(b) _____	(b) _____
(c) _____	(c) _____	(c) _____	(c) _____	(c) _____	(c) _____	(c) _____	(c) _____	(c) _____
- (a) What amount of money will you have on arrival in Namibia for your own use? N\$
 (b) Will you be in possession of an onward/return ticket? Yes No

(N.B. Separate applications have to be completed in respect of your spouse or children over the age of 16 years and children travelling with their own passports.)

NOTE: COMPLETE ONLY PART A OR B

(A) HOLIDAY / BUSINESS / WORK / TRANSIT VISA

1. Intended date and port of arrival in Namibia: _____
2. (a) What is the purpose of your visit? _____
(b) If it is for business, explain in detail the nature of business: _____
(c) Duration of intended visit (number of days, weeks or months): _____
3. Places to be visited in Namibia (full address, including telephone number must be provided): _____

4. If the purpose of your visit is for medical treatment, please provide the following information:
(a) Name of doctor, hospital or clinic you will visit: _____
(b) Who will pay your medical expenses and hospital fees: _____
(c) If you are liable for the expenses and fees above, state amount of funds available: _____
5. Proposed residential address in Namibia: _____ Telephone number: _____
6. Name and addresses of relatives in Namibia:

NAME	ADDRESS AND TELEPHONE NUMBER	RELATIONSHIP
(a) _____	_____	_____
(b) _____	_____	_____
7. Date of last visit, if any to Namibia: _____
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, please give details: _____

9. (a) Destination after leaving Namibia: _____
(b) Mode of travel to destination: _____
(c) Intended date and port of departure: _____
(d) Is your entry to that destination assured, e.g. do you hold visa or permit for permanent or temporary residence? (Proof to be submitted)

10. Reasons for travelling through Namibia: _____

(B) RETURN VISA

IMPORTANT

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right of residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: _____
(b) Date of departure: _____
(c) Expected date of return: _____
2. Particulars of residence in Namibia:

DATE OF FIRST ENTRY	PORT OF ENTRY	PERIODS OF RESIDENCE IN NAMIBIA	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. Countries to which you will be travelling:
(a) _____ (b) _____ (c) _____ (d) _____
4. Purpose of journey (explain fully): _____

I solemnly declare that the above particulars given by me are true in substance and in fact and that I fully understand the meaning thereof.

Date: _____ Signature: _____

(N.B. Only the signature of the applicant will be accepted)



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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!**