



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 Email: 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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NAMIBIA TOURIST 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>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1-COPY</u>	BANK STATEMENT:	<u>1-COPY</u>

OTHER: PLEASE SEND A CLEAR COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>).

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGES)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAYS OR LESS- RUSH PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*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: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE VIP REQUEST THE VISA TO BE ISSUED WITHIN 48 TO 72 HOURS FROM THE DAY THE APPLICATION IS SUBMITTED TO THE CONSULATE/EMBASSY (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 1-12-2016(JENN)



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NAMIBIA TOURIST VISA ***NON-U.S. PASSPORT HOLDER***

TOURIST VISA, NON-U.S. PASSPORT:

- 1.) **ONE (1) PASSPORT**
 - MUST HAVE AT LEAST SIX (6) MONTHS REMAINING VALIDITY
 - MUST HAVE A MINIMUM OF THREE (3) BLANK VISA PAGES
- 2.) **ONE (1) COMPLETED APPLICATION**
- 3.) **TWO (2) PASSPORT-TYPE PHOTOS (COLOR, 2x2)**
- 4.) **ONE (1) COPY OF PROOF OF ACCOMODATIONS:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF HOTEL CONFIRMATION
 - COPY OF INVITATION FROM NAMIBIAN CITIZEN AS WELL AS A COPY OF THEIR PASSPORT AND PROOF OF NAMIBIAN PERMANENT RESIDENCY (VISA OR NAMIBIAN PASSPORT)
- 5.) **ONE (1) COPY OF MOST RECENT BANK STATEMENT**
- 6.) **PROOF OF U.S. STATUS** (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - ONE (1) COPY OF U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
 - COPY OF FRONT AND BACK OF PERMANENT RESIDENT CARD
- 7.) **ONE (1) COPY OF ROUND TRIP TICKET OR TRAVEL ITINERARY**
- 8.) **CONSULATE FEE:**

VALIDITY	PROCESS SPEED	CONSULATE FEE
THREE (3) MONTH SINGLE	5 – 7 DAYS	\$50.00
	4 DAYS OR LESS	\$100.00
THREE (3) MONTH MULTIPLE	5 – 7 DAYS	\$100.00
	4 DAYS OR LESS	\$150.00

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VISA EXEMPTIONS

NATIONALS FROM COUNTRIES LISTED BELOW ARE NOT REQUIRED TO OBTAIN A VISA WHEN TRAVELING AS A TOURIST TO NAMIBIA FOR A MAXIMUM PERIOD OF 90 DAYS:

Angola	Ireland	Norway
Australia	Italy	Portugal
Austria	Japan	Russian Federation**
Belgium	Kenya	Singapore
Botswana	Lesotho	South Africa
Brazil	Liechtenstein	Spain
Canada	Luxembourg	Swaziland
Cuba	Macau SAR	Sweden
Denmark	Malawi	Switzerland
Finland	Malaysia	Tanzania
France	Mauritius	United Kingdom
Germany	Mozambique	United States of
Hong Kong	Netherlands	America
Iceland	New Zealand	Zambia
India*		Zimbabwe

* Applies only to official and diplomatic passport holders up to 3 months

** Including the Commonwealth of Independent States of the former U.S.S.R

REVISED: 1-12-2016 (JENN)



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

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

1. Surname: _____
2. First Names: _____
3. 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

4. Sex: Male Female
5. Marital Status: Never Married Married Divorced Widow/Widower
6. Have you at any time applied for a permit to settle permanently in Namibia? Yes No
7. Have you ever been restricted or refused entry to Namibia? Yes No
8. Have you ever been deported or ordered to leave Namibia? Yes No
9. Have you ever been convicted of any crime in any country? Yes No
10. 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
11. If the reply to any one of the questions 6 to 19 is in the affirmative, attach full particulars
12. Birth: (a) Date: _____ (b) Place: _____ Country: _____
13. Citizenship: _____ (if acquired by naturalization, state original citizenship)
14. 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
15. (a) Present residential address: _____
 (b) Telephone number: (Code: _____) No: _____
16. Address and period of residence in country of which you are a permanent resident:
 (a) Residential address: _____
 (b) Telephone number: (Code: _____) No: _____
 (c) Period: _____
17. Occupation or profession: _____
18. 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: _____
19. If accompanied by your wife and children, state:

FIRST NAMES			DATE OF BIRTH			PLACE OF BIRTH			
(a)	_____	(a)	_____	(a)	_____	(a)	_____	(a)	_____
(b)	_____	(b)	_____	(b)	_____	(b)	_____	(b)	_____
(c)	_____	(c)	_____	(c)	_____	(c)	_____	(c)	_____
20. (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)