



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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: PANAMA ENTRY VISA

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTONS.  
\_\_\_\_\_  
\_\_\_\_\_

**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:	<u>\$85.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY PROCESS)	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (NEXT DAY PROCESS)	_____
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4-7 DAYS  
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED ON A NEXT DAY RUSH PROCESS (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY.

REVISED: 01-01-2012 (KS)

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



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## PANAMA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

THERE IS NO VISA REQUIRED FOR U.S. CITIZENS TRAVELING TO PANAMA IF YOU WILL BE TRAVELING DIRECTLY FROM THE U.S. YOU CAN PURCHASE A TOURIST/BUSINESS CARD AT THE AIRPORT IN PANAMA. IF ENTERING PANAMA FROM ANOTHER COUNTRY, YOU ARE REQUESTED TO OBTAIN A VISA BEFORE DEPARTING THE UNITED STATES, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR ROUND TRIP AIRLINE TICKETS OR  
CONFIRMED TRAVEL ITINERARY
- 5.) CONSULATE FEE: \$85.00

VALIDITY: VISAS ARE ISSUED FOR A MULTIPLE ENTRY TO BE USED WITHIN (90) NINETY DAYS FROM ISSUE. YOU MAY STAY UP TO (30) THIRTY DAYS. VISAS CAN BE EXTENDED IN PANAMA.

REVISED: 06-16-2010 (EL/OC)



CONSULADO GENERAL DE PANAMA  
HOUSTON, TEXAS

SOLICITUD DE VISA  
VISA APPLICATION FORM

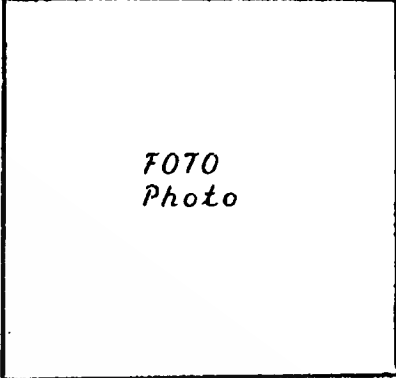


FOTO  
Photo

VISA # \_\_\_\_\_

NOMBRE COMPLETO: \_\_\_\_\_  
Name and Surname

NUMERO DE PASAPORTE: \_\_\_\_\_ PAIS QUE LO EXPIDE: \_\_\_\_\_  
Passport number Country of issue

VISA QUE SOLICITA: \_\_\_\_\_ NUMERO DE DIAS DE VISA: \_\_\_\_\_  
Type of Visa Days of the Visa

FECHA DE VENCIMIENTO DEL PASAPORTE: \_\_\_\_\_  
Passport expiration date

FECHA y LUGAR DE NACIMIENTO: \_\_\_\_\_  
Date and place of birth

NACIONALIDAD: \_\_\_\_\_ OCUPACION: \_\_\_\_\_  
Nationality Occupation

DIRECCION COMPLETA DONDE RESIDE: \_\_\_\_\_  
Permanent address

MOTIVO DE VIAJE A PANAMA: \_\_\_\_\_  
Reason of your trip to Panama

DIRECCION EN PANAMA: \_\_\_\_\_  
Address in Panama

PERSONA RESPONSABLE EN PANAMA: \_\_\_\_\_  
Responsible person in Panama

TELEFONO: \_\_\_\_\_ FECHA: \_\_\_\_\_  
Telephone Date

EL SOLICITANTE DECLARA BAJO GRAVEDAD DE JURAMENTO QUE TODOS  
The applicant hereby declares under penalty of perjury that

LOS DATOS ARRIBA EXPUESTOS SON VERIDICOS.  
all the information above described is true and correct.

\_\_\_\_\_  
FIRMA DEL SOLICITANTE  
Signature of applicant