



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: 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>\$3.00</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:	_____
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

**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

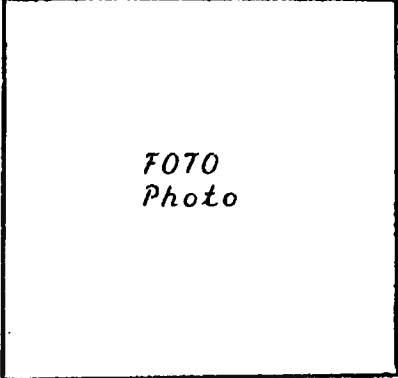


FOTO
Photo

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