



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: PAPUA NEW GUINEA BUSINESS 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>1</u>	BRIEF RESUME:	<u>1-COPY</u>
ANNUAL REPORT:	<u>1</u>	INVITATION:	<u>1-COPY</u>
OTHER: <u>SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</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:	<u>\$256.25</u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES:	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>_____</u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>7-10 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	_____
SATURDAY LETTER	\$41.50	TODAY'S DATE:	_____

COMMENTS: _____

REVISED: 01-01-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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PAPUA NEW GUINEA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 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
- 5.) A COPY OF YOUR MOST CURRENT BANK STATEMENT
- 6.) CONSULATE FEE:
\$25.00 - (SINGLE ENTRY)

BUSINESS VISA:

- 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 COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR TRAVEL ITINERARY AND OR ROUNDTRIP
AIRLINE TICKETS
- 6.) AN ANNUAL REPORT OF PARENT COMPANY
- 7.) BRIEF REPORT ON PNG-BASED COMPANY OR ON GOING
BUSINESS IN PNG
- 8.) A BRIEF RESUME' DETAILING PAST EMPLOYMENT
- 9.) A COPY OF THE INVITATION
- 10.) CONSULATE FEE:
\$256.25 - (MULTIPLE ENTRY)

VALIDITY: SINGLE ENTRY VISAS ARE TO BE USED WITHIN (6) SIX MONTHS FROM ISSUE DATE. YOU MAY STAY UP TO (60) SIXTY DAYS. MULTIPLE ENTRY VISAS ARE TO BE USED WITHIN (12) TWELVE MONTHS OF ISSUE DATE.

REVISED: 7-24-2009 (EL)



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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!**



Department of Foreign Affairs and Trade

APPLICATION FOR ENTRY PERMIT

INSTRUCTIONS

- 1. Please read the notes on the rear of this form before completing the form.
2. A separate form is required for each person seeking entry to PNG who is travelling on their own passport.
3. Please write legibly or use a typewriter and answer all questions as fully as possible.
4. The completed form and the applicant's passport should be sent to one of the addresses on the reverse of this form.

OFFICE USE ONLY

Date Received: / / By:
File No: Group:
Receipt: ICD Clear: / /
EPIS Registered on: / /
Decision: / /
Applicant Notified on: / /

TICK THE PURPOSE AND CIRCLE A DESCRIPTION OF YOUR VISIT TO PNG:

Visitor: Tourist - Tour Package, Journalist, Tourist - Own Itinerary, Yachtsperson, Visiting Relative
Business: Short-term Multiple Entry
Entertainer: Commerical: Film-maker, Comedian, Musician; Charity: Gospel Group, Cultural Exchange
Working Resident: Businessperson/Investor, Employment, Working Dependant
Student: Formal Education
Special Exemption: Foreign Official, Aid Worker/Volunteer, Film-maker (Non-commercial), Emergency Relief Worker, Medical
Occupational Trainee
Melanesian Spearhead, Diplomat, Researcher/Academic, Religious Worker, Sportsperson, Domestic Worker
Accompanying another applicant as a dependant on my own passport

HOW LONG DO YOU WISH TO STAY IN PNG: Days: or Months: or Years:

PERSONAL DETAILS:

Family Name, Given Names, Date of Birth, Sex, Marital Status, Country of Birth, Nationality, Passport Number, Expiry Date, Occupation, Passport Issue Date, Passport Issuing Place, Passport Issuing Authority

TRAVEL ARRANGEMENTS:

Name of Vessel/Flight, Departure to PNG, Arrival in PNG, Port, Date

For entry for the purposes of employment:

Please attach copies of the following documents:

- A letter of offer of employment from your PNG sponsor.
- The letter of approval of your work permit, including the work permit number, position number and expiry date.
- A certificate of good health from a registered doctor, a recent chest X-ray, and the results of a recent HIV test.
- A statement of your good character from your local police authorities.

For all other types of entry:

How will you be funding your stay in PNG?

- Salary
- Company sponsor
- Own funds
- Family

If you have ever changed your name, are known by an alias, or own another passport, please provide details:

PREVIOUS NAME/ALIAS DETAILS:

Family Name Given Names Date of Birth Sex Marital Status

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OTHER PASSPORTS:

Country of Issue Passport Number Passport Expiry Date

--	--	--

ORGANISATIONAL SPONSOR:

Organisation Name

Agent

Contact Address Number and Street

Suburb/Town

State/Province

Postcode

Country

Business Telephone

Facsimile

Have you visited PNG before: Yes No

If yes, please give details of your last visit

Date Purpose of visit Duration of visit Address during stay

--	--	--	--

Day Month Year

Have you been convicted of a criminal offence: Yes No

If yes, please give details of the date, nature of offence, place of conviction and the penalty imposed.

Have you been deported from, or refused entry to Papua New Guinea, or any other country: Yes No

If yes, please give details.

Have you been a patient in a mental home/institution, or do you suffer from a disease which may constitute a health risk to Papua New Guinea: Yes No

If yes, please give details.

ADDRESSES:

RESIDENTIAL:

Number and Street

Suburb/Town

State/Province

Postcode

Country

Home Telephone

Business Telephone

PNG:

Number and Street

Town/Village

Province

Postal Address

Home Telephone

Business Telephone

EMERGENCY CONTACT:

Family name

Given Names

Relationship to Applicant

Contact Address Number and Street

Suburb/Town

State/Province

Postcode

Country

Home Telephone

Business Telephone

DECLARATION:

By signing this form, I,..... declare that the information provided on the form is true and correct, and that I have disclosed all information that may be relevant to determining whether I should be granted an entry permit to travel to and stay in Papua New Guinea.

PHOTOGRAPH

Signature of Applicant/Parents/Guardian

Date: / /