



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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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PARAGUAY-BUSINESS VISA (USA PASSPORT)

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: PLEASE SEE NEXT PAGES FOR MORE DETAILED INFORMATION.

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>\$160.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY 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

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST FOR THE VISA TO BE ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING FEE).

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 07-10-2017 (PH-SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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PARAGUAY

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

YOU CAN OBTAIN A VISA UPON ARRIVAL AT THE INTERNATIONAL AIRPORT IN ASUNCION. IF YOU WILL BE ARRIVING VIA LAND OR ANY OTHER AIRPORT YOU WILL NEED TO SECURE THE VISA BEFORE YOU ARRIVE. IF YOU WILL BE ENTERING VIA LAND OR IF YOU WOULD LIKE TO OBTAIN THE VISA BEFORE YOU DEPART, PLEASE SUBMIT THE FOLLOWING:

TOURIST VISA:

- 1.) U.S. PASSPORT (MUST BE VALID FOR MINIMUM OF SIX MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE)
- 2.) (1) ONE APPLICATION
- 3.) (1) ONE PASSPORT TYPE PHOTOS (2X2)
- 4.) COPY OF DRIVERS LICENSE
- 5.) COPY OF CURRENT BANK STATEMENT
- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) CONSULATE FEE: \$160.00

BUSINESS VISA:

- 1.) U.S. PASSPORT (MUST BE VALID FOR A MINIMUM OF SIX MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE)
- 2.) (1) ONE APPLICATION
- 3.) (1) ONE PASSPORT TYPE PHOTOS (2X2)
- 4.) COPY OF THE TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) COPY OF DRIVERS LICENSE
- 7.) CONSULATE FEE: \$160.00

VALIDITY: THE VISAS ARE ISSUED AND VALID FOR 10 YEARS AND ALLOWS A STAY UP TO 90 DAYS ON EACH ENTRY.

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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!

FOTO
Picture

**SOLICITUD DE VISA “NO RESIDENTE” PARA
LA REPÚBLICA DEL PARAGUAY**
NON - RESIDENT VISA APPLICATION
FOR REPUBLIC OF PARAGUAY

**Embajada de la República del Paraguay
Washington, DC – Estados Unidos de América**

2016

No Completar
Do not fill in

N° VISA:

TIPO:

NO RESIDENTE:
OFICIAL :
DIPLOMATICA:

CATEGORIA:

Múltiple: Única:

FECHA:

/ /
/ /

1. Apellidos: (Exactamente como Figura en su Pasaporte) Surnames (Exactly as in your Passport)				
2. Nombres: (Names)				
3. Fecha de Nacimiento: día / mes / año (Date of birth) day / month / year		4. Lugar de Nacimiento: (Place of birth)		5. Nacionalidad: (Nationality)
6. Sexo / Sex <input type="checkbox"/> Masc. / Male <input type="checkbox"/> Fem. / Female	7. Color de ojos: (Eyes color)	8. Color de Pelo: (Hair Color)	9. Estatura: (Height)	10. Ocupación: (Occupation)
11. Otras características: (Other characteristics)	12. N° de pasaporte: (Passport number)	13. Fecha de emisión (Date of issuance)	14. Fecha de vencimiento (Expiration Date)	
15. Estado Civil (Marital status)	<input type="checkbox"/> Soltero/a (Single)	<input type="checkbox"/> Casado/a (Married)	<input type="checkbox"/> Viudo/a (Widowed)	<input type="checkbox"/> Divorciado/a (Divorced)
16. Nombre del cónyuge: (Name of spouse if applicable)	17. Fecha de nacimiento: día / mes / año (Date of birth) day / month / year		18. Lugar de nacimiento: (Place of birth)	
19. Nombre y apellido del Padre: (Father's full name)				
20. Nombre y apellido de la Madre: (Mother's full name)				
21. Domicilio particular: (Home address)		22. Ocupación actual: (Present occupation)		23. Dirección de Correo Electrónico: (E-mail address)
24. Dirección laboral: (Work address)			25. N° de Teléfono actual: (Telephone number)	
26. Cuál es el motivo de su viaje a Paraguay? (What is the purpose of your trip to Paraguay?)			27. Tiene intención de trabajar en Paraguay? (Do you intend to work in Paraguay?) <input type="checkbox"/> NO <input type="checkbox"/> SI/yes	
ADVERTENCIA: LOS PORTADORES DE VISAS “NO RESIDENTE” NO PUEDEN TRABAJAR EN EL PARAGUAY. WARNING: BEARERS OF “NON RESIDENT” VISAS CAN NOT WORK IN PARAGUAY.				
28. Cuándo llegará al Paraguay? día / mes / año (When will you arrive in Paraguay?) day / month / year			29. Fecha de Salida: día / mes / año (Departure date) day / month / year	
30. Cuál será su dirección y teléfono en Paraguay? (y teléfono) (What will be your address and phone in Paraguay?) (Include telephone)			31. Tiene usted parientes o amigos en el Paraguay? (Do you have relatives or friends in Paraguay?) Parientes/relatives Amigos/friends	
32. Tiene usted deseos de emigrar y radicarse o naturalizarse en el Paraguay? <input type="checkbox"/> NO <input type="checkbox"/> SI/yes (Do you wish to emigrate, reside permanently or become a citizen of Paraguay?)			33. Cuánto tiempo permanecerá? (How long will you stay?)	
34. Ha solicitado visa para el Paraguay antes? (Have you ever applied for a visa to enter Paraguay before?) <input type="checkbox"/> NO <input type="checkbox"/> SI/yes Cuando?/ When?.....			35. Ha estado alguna vez en el Paraguay? (Have you ever been in Paraguay before?) <input type="checkbox"/> NO <input type="checkbox"/> SI/yes Donde? / Where?.....	

Pasa a la página 2
Continue in page 2

35. Es importante que los solicitantes de visas conozcan que:

No se puede conceder una visa, y no serán admitidos en el territorio nacional los extranjeros que deseen ingresar como No Residentes, comprendidos dentro de los impedimentos enumerados EN EL CAPITULO II “DE LOS IMPEDIMENTOS GENERALES DE ADMISIÓN”, estipulados en la LEY 978/96 y lo regulado por el Decreto N° 18295/97, “QUE REGLAMENTA A LA LEY 978/96 DE MIGRACIONES.

It is important that persons requiring visas know that:

Visas will not be granted to persons wishing to enter national territory non residents, as understood in the impediments numbered in the II Chapter “The General Impediments of Admission”, stipulated in Statutory act 978/96 and or regulated by decree N# 18295/97, Which regulates Statutory act 978/96 of immigration.

POR LA PRESENTE DECLARO BAJO FE DE JURAMENTO QUE TODA LA INFORMACIÓN QUE HE PROPORCIONADO MAS ARRIBA ES CIERTA, CORRECTA Y COMPLETA DE ACUERDO A MI MEJOR CONOCIMIENTO; QUE ACATARE LA LEGISLACIÓN Y LOS REGLAMENTOS DE LA REPÚBLICA DEL PARAGUAY DURANTE MI VISITA. YO COMPRENDO QUE EL GOBIERNO DEL PARAGUAY TIENE EL DERECHO DE DENEGAR UNA SOLICITUD DE VISA, Y QUE SE RESERVARÁ EL DERECHO DE NO DIVULGAR LOS MOTIVOS POR DENEGAR TAL SOLICITUD, TAMBIÉN COMPRENDO QUE UNA VISA NO ME DA DERECHO DE INGRESAR A LA REPÚBLICA DEL PARAGUAY, SI, RESULTARE PORTADOR INADMISIBLE, O QUE OBTUVE LA VISA DE FORMA FRAUDULENTO. POR ÚLTIMO, DECLARO BAJO FE DE JURAMENTO QUE DURANTE MI VISITA, NO SOLICITARE RADICACIÓN, RESIDENCIA PERMANENTE NI CARTA DE NATURALIZACIÓN EN LA REPÚBLICA DEL PARAGUAY.

I hereby declare under oath that all the information I have furnished above is true, correct and complete to the best of knowledge; that what I will abide by the laws and regulations of the Republic of Paraguay during my visit. I understand that the government of the Republic of Paraguay has the right to deny a visa application, and reserves the right to withhold disclosure of the reasons for denying a visa application. I also understand that a visa does not entitle the bearer to the right to enter the Republic of Paraguay upon arrival at a port of entry, if bearer is found to be an inadmissible, or the visa is obtained fraudulently. Finally, I declare under oath that during my visit, I will not apply for residence, permanent or otherwise, or citizenship in the Republic of Paraguay.

Firma del Solicitante

(Applicant's signature)

Fecha de la Solicitud

(Date of application)

EN EL CASO DE MENORES DE EDAD, LA SOLICITUD DEBE SER FIRMADA POR AMBOS PADRES Y PRESENTADA JUNTO CON EL CERTIFICADO DE NACIMIENTO DEL MENOR. SI EL MENOR VIAJARA SOLO, EN COMPAÑÍA DE UNO SOLO DE LOS PADRES O UN TERCERO, ES NECESARIA UNA AUTORIZACIÓN SUSCRIPTA ANTE NOTARIO PÚBLICO, ADEMÁS DE COPIA DE LOS DOCUMENTOS DE IDENTIDAD DE LOS PADRES.

In the case of minors, the application has to be signed by both parents and presented along with the birth certificate of the minor. If the minor is traveling alone, with just one parent or a third party, an authorization signed before a notary public is requested, along with a copy of the ID cards of both parents.

Firma del Padre del Menor

(Father's signature)

Firma de la Madre del Menor

(Mother's signature)

Fecha de la Solicitud

(Date of application)

Para Uso Interno
No Completar
Do not fill in

Oficial Consular Responsable de la Verificación:

Firma:

OBSERVACIONES:.....
.....
.....