



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_____

Specializing in Visas, Passports, Document Legalization and Translations



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PERU BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	APPLICATION (S):	<u>2-ORIGINAL</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ITINERARY OR E-TICKET:	<u>1-COPY</u>
COMPANY LETTER: (SPANISH)	<u>1</u>	POLICE LETTER:	<u>1</u>
INVITATION LETTER: (SPANISH)	<u>1</u>	PASSPORT PHOTO:	<u>1-ON CD</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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>\$30.00</u>
MONEY ORDER:	<u>\$6.00</u>
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
1 ST OVERNIGHT DELIVERY	\$75.00

****VISA PROCESSING TIME**

REGULAR PROCESSING TIME: 5 TO 7 DAYS

IN THE EVENT THE APPLICANT IS NEEDING TO TRAVEL FOR EMERGENCY REASONS, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INFORMATION.

COMMENTS: IN THE EVENT THE APPLICANT NEEDS THE DOCUMENTS TO BE SUBMITTED THE SAME DAY AS THEY ARE RECEIVED, BE SURE TO SEND THE DOCUMENTS FOR 8:00 AM EARLY MORNING DELIVERY.

REVISED: 5-20-2015 (JENN)

PERU CONSULATE JURISDICTIONS
(IMPORTANT INFORMATION FOR SPECIFIC CONSULATES)

HOUSTON CONSULATE

JURISDICTION: LOUISIANA, TEXAS (*ALL OTHER COUNTIES NOT MENTIONED BELOW FOR DALLAS CONSULATE JURISDICTION, SEE BELOW*)

THE PERU CONSULATE IN HOUSTON HAS BEEN KNOWN TO ACCEPT APPLICATIONS FROM OUTSIDE THEIR JURISDICTION IF THE COMPANY SPONSORING THE APPLICANT IS LOCATED WITHIN THE JURISDICTION. THIS IS NOT GUARANTEED, AND IS DONE ON A CASE-BY-CASE BASIS .

ATLANTA CONSULATE

JURISDICTION: ALABAMA, GEORGIA, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE

BOSTON CONSULATE

JURISDICTION: MAINE, MASSACHUSETTS, NEW HAMPSHIRE, VERMONT

CURRENTLY THE CONSULATE IN BOSTON IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 20 PARK PLAZA, #511, BOSTON, MA 02116

PHONE: 617-338-2227

WEBSITE: <http://www.consuladoperu.com/>

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, OHIO, WISCONSIN

CONTINUED→

DENVER CONSULATE

JURISDICTION: COLORADO, IDAHO, MONTANA, NEBRASKA, NEW MEXICO,
NORTH DAKOTA, SOUTH DAKOTA, UTAH, WYOMING

CURRENTLY THE CONSULATE IN DENVER IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 1001 SOUTH MONACO PARKWAY, STE 210, DENVER, CO 80224

PHONE: 303-355-8555

WEBSITE: <http://www.consuladoperu.com/>

HARTFORD CONSULATE

JURISDICTION: CONNECTICUT, RHODE ISLAND

CURRENTLY THE CONSULATE IN HARTFORD IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 250 MAIN STREET, STE D, HARTFORD, CT 06106

PHONE: 860-548-0266

WEBSITE: <http://www.consuladoperu.com/>

LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, CALIFORNIA (*COUNTIES OF IMPERIA, KERN, LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNADINO, SAN DIEGO, SAN LUIS, OBISPO, SANTA BARBARA, VENTURA*)

MIAMI CONSULATE

JURISDICTION: FLORIDA, PUERTO RICO AND U.S. VIRGIN ISLANDS

CURRENTLY THE CONSULATE IN MIAMI IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 444 BRICKELL AVENUE, STE M-135, MIAMI, FL 33131

PHONE: 786-347-2420

WEBSITE: <http://www.consuladoperu.com/>

CONTINUED→

DALLAS CONSULATE

JURISDICTION: ARKANSAS, KANSAS, OKLAHOMA, TEXAS (*COUNTIES OF DALLAM, SHERMAN, HANSFORD, OCHILTREE, LIPSCOMB, HARTLEY, MOORE, HUTCHINSON, ROBERTS, HEMPHILL, OLDHAM, POTTER, CARSON, GREY, WHEELER, DEAFSMITH, RANDALL, ARMSTRONG, DONLEY, COLLINGSWORTH, PARMER, CASTRO, SWICHER, BRISCOE, HALL, CHILDRESS, BAILEY, LAMB, HALE, FLOYD, MOTELY, COTTLE, FOARD, HARDEMAN, WILBARGER, WICHITA, COCHRAN, HOCKLEY, LUBBOCK, CROSBY, DICKENS, KING, KNOX, BAYLOR, ARCHER, CLAY, MONTAGUE, COOKE, GRAYSON, FANNIN, LAMAR, RED RICER, BOWLE, YAOKUM, TERRY LYNN, GARZA, KENT, STONEWALL, HASKELL, THROCKMORTON, YOUNG, JACK, WISE, DENTON, COLLINS, HUNT, DELTA, HOPKINS, FRANKLIN, TITUS, CAMP, MORIS, CASS, GAINS, DAWSON, BORDEN, SCURRY, FISHER, JONES, SHAKELFORD, STEPHENS, PELO PINTO, PARKER, TARRANT, DALLAS, ROCWALL, KAUFMAN, VAN ZANDT, RAINS, WOOD, UPSHUR, MARION, HARRISON, GREGG, ANDREWS, MARTIN, HOWARD, MITCHELL, NOLAN, TAYLOR, CALLAHAN, EASTLAND, ERATH, HOOD, SOMERVELL, JOHNSON, ELLIS, LOVING, WINKLER, ECTOR, MIDLAND, GLASSCOCK, STERLING, COKE, RUNNELS, COLEMAN, BROWN, CAMANCHE, HAMILTON, BOSQUE, HILL, NAVARRO, HENDERSON, SMITH, WARD, CRANE, UPTON, REAGAN, IRION, TOM GREEN, CONCHO, McCULLOCH, SAN SABA, MILLS, LAMPASAS, CORYELL, BELL, McLENNAN, FALLS, LIMESTONE, FREESTONE, ANDERSON, CHEROKEE, RUSK, PANOLA*)

CURRENTLY THE CONSULATE IN DALLAS IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 9330 AMBERTON PARKWAY, STE 2130, DALLAS, TX 75243

PHONE: 972-234-0005

WEBSITE: <http://www.consuladoperu.com/>

NEW YORK CONSULATE

JURISDICTION: NEW YORK

PATERSON CONSULATE

JURISDICTION: NEW JERSEY, PENNSYLVANIA

CONTINUED→

SAN FRANCISCO CONSULATE

JURISDICTION: ALASKA, GUAM, HAWAII, NORTHERN MARIANA ISLANDS, NEVADA, OREGON, WASHINGTON (STATE) AMERICAN SAMOA, CALIFORNIA (*THIS JURISDICTION INCLUDES ALL COUNTIES NOT LISTED UNDER THE LOS ANGELES CONSULATE'S JURISDICTION*)

CURRENTLY THE CONSULATE IN SAN FRANCISCO IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 870 MARKET STREET, STE 1067, SAN FRANCISCO, CA 94102

PHONE: 415-362-2716

WEBSITE: <http://www.consuladoperu.com/>

WASHINGTON, DC EMBASSY

JURISDICTION: DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, VIRGINIA, WEST VIRGINIA

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PERU

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

(PLEASE SEE JURISDICTION INFORMATION BEFORE PROCEEDING)

- 1.) **SIGNED U.S. PASSPORT** (*MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)**(*THE CONSULATE WILL NOT ACCEPT THE PHOTOS IF THE APPLICANT IS WEARING GLASSES*)
- 3.) **ONE (1) CD WITH ONE OF THE ABOVE PHOTOS DOWNLOADED ON IT AS A JPEG FILE – BE SURE THE PHOTO IS IDENTICAL TO THE ONES THAT ARE BEING SUBMITTED FOR THE VISA – IF VIP RECEIVES A VISA REQUEST WITHOUT THE PHOTO ON A CD, WE WILL ARRANGE FOR THE PHOTO TO BE DOWN LOADED ON TO A DISK ON THE APPLICANT’S BEHALF (\$25.00 VIP SERVICE FEE)**
- 4.) **TWO (2) COMPLETED APPLICATIONS (SEE NOTE BELOW)**
- 5.) **ONE (1) COMPANY LETTER OF GUARANTEE (MUST BE IN SPANISH)**
- 6.) **ONE (1) COPY OF TRAVEL ITINERARY WITH E-TICKET CONFIRMATION (DATE OF DEPARTURE MUST BE AT LEAST 7 BUSINESS DAYS FROM THE INTENDED DATE OF SUBMISSION)**
- 7.) **ONE (1) LETTER OF INVITATION (MUST BE IN SPANISH)**
- 8.) **ONE (1) POLICE CLEARANCE LETTER**
 - MUST BE ORIGINAL
 - MUST BEAR EITHER THE STAMP/RAISED SEAL OF THE POLICE DEPARTMENT OR HAVE THE SIGNATURE NOTARIZED
- 9.) **CONSULATE FEE: \$30.00**

NOTE: BOTH APPLICATIONS NEED TO BE ORIGINAL. THE CONSULATE WILL NOT ACCEPT APPLICATION IF THE SIGNATURE IS TOUCHING ANY LINES. THE SIGNATURE NEEDS TO BE CENTERED WITHIN THE SIGNATURE BOX (FAILURE TO DO SO WILL RESULT IN DELAYS). IN THE “DIGITAL PRINT” BOX, THE CONSULATE ASKS THAT THE INDEX FINGER PRINT IS IN BLACK INK IN THIS SPACE. COMPLETED APPLICATIONS, SIGNATURE AND FINGERPRINT MUST BE DONE IN BLACK INK.

CONTINUED →



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VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE USED WITHIN (60) SIXTY DAYS FROM ISSUE. YOU MAY STAY UP TO (60) SIXTY DAYS IN PERU. MULTIPLE ENTRY VISAS ARE ISSUED AT THE VISA OFFICER'S DISCRETION FOR A VALIDITY OF 90 (NINETY) DAYS. IF YOU WOULD LIKE TO BE CONSIDERED FOR A MULTIPLE ENTRY VISA, IT MUST BE REQUESTED IN YOUR COMPANY LETTER.

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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!



Consulado General del Perú
Estados Unidos de América

**FORMULARIO DGC-005
SOLICITUD DE VISA**

Uso interno

Nro.Expediente :

Fec.Expedición :

Fec.Expiración :

1. PROCEDIMIENTO A REALIZAR (TYPE OF VISA)

Visa Temporal (Temporary Visa)

Turista Negocios Transeúnte Artista Tripulante
(Tourist) (Business) (Transit) (Artist) (Tripulant)

Otro
(Other)

Visa Residente (Resident Visa)

2. DATOS DEL SOLICITANTE (GENERAL INFORMATION)

1. Tipo.Nro.Pasaporte : (Type, Num.Passport)	Nro: (Num)	6. Estado Civil : (Marital Status)	Soltero (Single) <input type="checkbox"/>	Viudo (Widowed) <input type="checkbox"/>
			Casado (Married) <input type="checkbox"/>	Divorciado (Divorced) <input type="checkbox"/>
2. Apellido Paterno : (Last Name)		7. Lugar de nacimiento (País) : (Place of Birth)		
3. Apellido Materno o Casada: Maiden Name		8. Nacionalidad : (Nationality)		
4. Nombres : (Name)		9. Fecha de nacimiento : (Date of Birthday)		
5. Sexo : (Sex)	Masculino (Male) <input type="checkbox"/> Femenino (Female) <input type="checkbox"/>	10. Profesión/Ocupación : (Occupation)	dd	mm aaaa
11. Domicilio o alojamiento en el Perú (Av.Jr.Calle) : (Full Address in Peru)				
			Teléfono : (Phone)	
12. Domicilio en el Extranjero: (Permanent Address)				
País : (Country)		Teléfono : (Phone)		

3. FIRMA, IMPRESIÓN DIGITAL Y FOTO DEL SOLICITANTE (SIGNATUR, RIGTH INDEX FINGERPRINT, PICTURE)

Firma (Signature)	Impresión Digital Índice Derecho (Rigth Index Fingerprint)	Foto (Photo)

4. GRUPO ARTÍSTICO (EN CASO DE ARTISTA) (ONLY FOR ARTIST – APLICATION)

Nombre : (Name)	Nacionalidad : (Nationality)
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5. RESERVADO PARA USO INTERNO (OFICIAL USE ONLY)

Nombre de Funcionario Responsable :			
Num.Registro :	Num.Actuación :	Num.Tarifa :	Fec.Actuación :
<input type="checkbox"/> Autorizado Misión o Sección Consular <input type="checkbox"/> Autorizado por DIGEMIN con : _____ Número : _____ Fecha : _____			

6. OBSERVACIONES

Firma del Cónsul o Encargado