



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#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

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: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PERU BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	APPLICATION (S):	<u>2-ORIGINALS</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ORIGINAL TICKETS:	<u>1</u>
COMPANY LETTER: IN SPANISH	<u>1</u>	POLICE LETTER:	<u>1</u>
LETTER OF INVITATION: IN SPANISH	<u>1</u>	PASSPORT PHOTO ON CD:	<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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY PROCESS)	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 TO 48 HOUR 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 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 24 TO 48 HOURS FROM THE DAY THE APPLICATION IS SUBMITTED (\$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: 03-25-2012 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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PERU

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

THERE IS NO VISA REQUIRED FOR U.S. CITIZENS TRAVELING TO PERU AS A TOURIST STAYING LESS THAN (90) NINETY DAYS. YOU MUST BE IN POSSESSION OF YOUR U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY) AND PROOF OF AN ONWARD AIRLINE TICKET.

BUSINESS VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2) (THE CONSULATE WILL NOT ACCEPT THE PHOTOS IF THE APPLICANT IS WEARING GLASSES)
- 3.) (1) CD DISK WITH ONE OF THE ABOVE PHOTOS IN COLOR 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 DISK. WE WILL ARRANGE FOR THE PHOTO TO BE DOWN LOADED ON TO A DISK ON BEHALF OF THE APPLICANT A (\$25.00 VIP SERVICE FEE WILL APPLY)**
- 4.) (2) TWO COMPLETED APPLICATIONS **(SEE NOTE BELOW)**
- 5.) A COMPANY LETTER OF GUARANTEE (MUST BE IN SPANISH)
- 6.) ORIGINAL AIRLINE TICKETS (NOT A COPY) OR E-TICKET
- 7.) LETTER OF INVITATION (MUST BE IN SPANISH)
- 8.) POLICE CLEARANCE LETTER (ORIGINAL)
- 9.) CONSULATE FEE: \$30.00

SPECIAL NOTE: ALL APPLICANTS THAT LIVE IN THE JURISDICTION OF THE CONSULATE IN MIAMI (FLORIDA, PUERTO RICO AND THE U.S. VIRGIN ISLANDS) OR IN THE JURISDICTION OF THE CONSULATE IN NEW JERSEY (STATE OF NEW JERSEY ONLY) WILL HAVE TO GO IN PERSON TO SUBMIT THE APPLICATION FOR A VISA.

CONTINUED...



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NOTE: BOTH APPLICATIONS NEED TO BE ORIGINAL. THE CONSULATE WILL NOT ACCEPT YOUR APPLICATION IF YOUR SIGNATURE IS TOUCHING ANY LINES. YOUR SIGNATURE NEEDS TO BE FLOATING WITHIN THE SIGNATURE BOX (FAILURE TO DO SO WILL RESULT IN DELAYS). IN THE BOX THAT SAYS DIGITAL PRINT-THE CONSULATE ASK THAT YOU PLACE YOUR RIGHT INDEX FINGERPRINT IN BLACK INK IN THIS SPACE. YOUR COMPLETED APPLICATIONS, SIGNATURE AND FINGERPRINT MUST BE DONE IN BLACK INK.

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 OFFICERS 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