



# VIP SERVICES

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472 1-800-856-8472 Fax 713-659-3767  
Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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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## PHILIPPINES

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

THERE IS NO VISA REQUIRED FOR A U.S. CITIZENS TRAVELING TO THE PHILIPPINES AS A TOURIST OR FOR BUSINESS AND WILL BE STAYING LESS THAN 21 DAYS. IF STAYING 21 DAYS OR LONGER, PLEASE SUBMIT THE FOLLOWING INFORMATION FOR A VISA:

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1 - YEAR VALIDITY)
- 2.) (1) ONE PASSPORT - TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION (NOTARIZED)  
(CAN BE A PHOTO COPY)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR CURRENT BANK STATEMENT
- 6.) CONSULATE FEE:  
    \$30.00 - 3 MONTH, SINGLE ENTRY VISA  
    \$60.00 - 6 MONTH, MULTIPLE ENTRY VISA

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 1 - YEAR VALIDITY)
- 2.) (1) ONE PASSPORT - TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION (NOTARIZED)  
(CAN BE A PHOTO COPY)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE (IF REQUESTING A MULTIPLE ENTRY VISA-YOU MUST SPECIFICALLY STATE THAT FUTURE TRIPS ARE PLANNED AND TO ISSUE EITHER A 6 MONTH MULTIPLE ENTRY OR A 1 YEAR MULTIPLE ENTRY)
- 6.) CONSULATE FEE:  
    \$30.00 - 3 MONTH SINGLE ENTRY VISA  
    \$60.00 - 6 MONTH MULTIPLE ENTRY VISA  
    \$90.00 - 1 YEAR MULTIPLE ENTRY VISA

REVISED: 2-8-2010 (EL)

Specializing in Visas, Passports, Document Legalization and Translations



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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!**

**PHILIPPINE CONSULATE GENERAL**  
 447 Sutter Street, 6<sup>th</sup> floor  
 San Francisco, CA 94108  
 Tel. No. (415) 433-6666/ E-mail: Phisf@aol.com

2" x 2" photograph  
 of applicant without  
 eyeglasses and with white  
 plain background

**APPLICATION FOR NON-IMMIGRANT VISA FOR  
 TEMPORARY STAY FOR PLEASURE AND/OR BUSINESS**

**(TO BE ACCOMPLISHED BY U.S. PASSPORT HOLDERS)**

PLEASE READ REQUIREMENTS BEFORE FILLING OUT FORM.  
 TYPE OR PRINT IN BLUE/BLACK INK. VISA IS VALID FROM DATE OF ISSUANCE.

Last name		First Name		Middle Name		Sex: ( ) Male ( ) Female	
Place of Birth:	Date of Birth:	Age:	Citizenship:		Civil Status: ( ) Single ( ) Married ( ) Widower/Widow ( ) Separated ( ) Divorced		
If married, name and address of Spouse:							
Name of Father:				Name of Mother:			
Present Address:		Since:		Telephone Nos.:		Office: ( ) Home: ( )	
Occupation/Business:				Financial means of support:			
Passport Number:	Date of Issue:		Issued by:		Valid until:		
Purpose of Entry:		Date of Departure from the U.S.:		Length of Stay:			
Port of Entry:				Port of next destination:			
Address/Destination in the Philippines:							
Reference(s) and/or immediate relatives in the Philippines: Name(s): Complete Address(es):							
Are you entering or leaving the Philippines on a privately - owned yacht or sailboat?				Person(s) included in your passport and accompanying you to the Philippines:			
Have you ever been convicted of any crime? If yes, provide details.				Were you ever refused a Philippine Visa, denied admission to or deported from the Philippines or other countries? If yes, state circumstances.			

\_\_\_\_\_  
 Date of Application

\_\_\_\_\_  
 Signature of Applicant

**FOR OFFICIAL USE ONLY:**

Non-Immigrant Visa No. \_\_\_\_\_ granted on \_\_\_\_\_ as non-immigrant under  
 Section 9(a) of the Philippine Immigration Act of 1940, as amended, valid until \_\_\_\_\_.

\_\_\_\_\_  
 CONSULAR OFFICER

Fee: _____ O.R. No. _____ Service No. _____	NO DEROGATORY INFORMATION AS OF THIS DATE:	REMARKS:  PROCESSOR: DATE:
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