



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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PHILIPPINES BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-NOTARIZED</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	ITINERARY/TICKET:	<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 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: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH 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
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU WOULD LIKE FOR VIP TO REQUEST THE VISA TO BE ISSUED ON A 48 TO 72 HOUR RUSH PROCESS FROM THE TIME WE SUBMIT THE APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 8-11-2015 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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PHILIPPINES

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

A VISA IS NOT REQUIRED FOR A U.S. CITIZEN TRAVELING TO THE PHILIPPINES FOR THE PURPOSE OF BUSINESS OR TOURISM IF STAYING LESS THAN 30 DAYS. FOR STAYS OF 30 DAYS OR LONGER, PLEASE SUBMIT THE FOLLOWING INFORMATION FOR A VISA:

BUSINESS VISA:

- 1.) U.S. PASSPORT (*MINIMUM OF 1 YEAR VALIDITY*)
- 2.) ONE (1) PASSPORT - TYPE PHOTOGRAPH (2x2)
- 3.) ONE (1) COMPLETED APPLICATION (*NOTARIZED*)
- 4.) COPY OF TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE
(*TO BE CONSIDERED FOR 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 *

***SPECIAL NOTE :** FOR ALL FIRST-TIME APPLICANTS, ONLY A SINGLE-ENTRY VISA WILL BE ISSUED. HAVING A PREVIOUS VISA DOES NOT GUARANTEE A MULTIPLE ENTRY VISA, BUT WITHOUT ONE, ONLY A SINGLE- ENTRY VISA CAN BE OBTAINED.

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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!



FA Form 2-A _____

FOREIGN SERVICE OF THE PHILIPPINES (Field for Embassy/Consulate General Address and contact nos.)	Photo 2" x 2"
APPLICATION FOR NON-IMMIGRANT VISA TO THE PHILIPPINES _____ 20____ CLASSIFICATION _____ No. _____	

Surname / Family Name / Last Name	Citizenship
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First Name / Given Name	Middle Name (mother's maiden surname / if married, maiden surname)
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Civil Status <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Divorced <input type="radio"/> Separated	Occupation	Employer
Address of Employer		

Date of Birth(mm/dd/yy)	Place of Birth	Sex <input type="radio"/> Male <input type="radio"/> Female
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Current Address in the US (Apartment No., Street, City)	State	Phone Number
Zip Code		

Name of Spouse	Address of Spouse	Reference in the Philippines, if any. Name, Address
Purpose of Visit <input type="radio"/> Business <input type="radio"/> Pleasure	Next Port of Destination	

Financial means of support and proof	Length and Dates of intended stay
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Passport Country	Issued By	Expiry Date (mm/dd/yy)
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Passport Number	Issued on (mm/dd/yy)
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The following people are accompanying me to the Philippines	Have you ever been convicted of a crime? If yes please provide details
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SUBSCRIBED AND SWORN to before me this ____ day of _____	I solemnly swear that the foregoing statements are true to the best of my knowledge and belief.
OFFICER AUTHORIZED TO ADMINISTER OATH	SIGNATURE OF APPLICANT
FOR OFFICIAL USE ONLY	

Passport Visa No. _____ Granted _____ as non-immigrant under section 9() _____ of the Philippine Immigration Act of 1940, as amended, Multiple entry until _____ Visa Includes:	
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CONSUL OF THE REPUBLIC OF THE PHILIPPINES

PRINT NAME AND SIGNATURE _____	DATE RELEASED: _____
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