

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## PHILIPPINES BUSINESS VISA

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	APPLICATION (S):	1-NOTARIZED
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
BANK STATEMENT:	1-COPY	EMPLOYMENT LETTER:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$95.00

CONSULATE FEE: (SEE NEXT PAGE) \_\_\_\_\_

MONEY ORDER: \$6.00

SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS) \_\_\_\_\_

OTHER FEES: \_\_\_\_\_

RETURN SHIPPING FEE: \_\_\_\_\_

TOTAL: (NO PERSONAL CHECKS PLEASE) \_\_\_\_\_

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED 1-10-2019 JENN

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## PHILIPPINES BUSINESS VISA

*U.S. PASSPORT HOLDER*

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:

- 1.) U.S. PASSPORT (MINIMUM OF 1 YEAR VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2) MUST HAVE BEEN TAKEN WITHIN THE LAST 6 MONTHS
- 3.) ONE (1) COMPLETED APPLICATION (NOTARIZED)
- 4.) COPY OF TRAVEL ITINERARY
- 5.) COPY OF CURRENT/MOST RECENT BANK STATEMENT
- 6.) 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)
- 7.) CONSULATE FEE:

NUMBER OF ENTRIES	VALIDITY	FEE
SINGLE	3 MONTHS	30.00
MULTIPLE	6 MONTHS	\$60.00
	1 YEAR*	\$90.00

**\*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. VISAS ARE ONLY ISSUED FOR A STAY OF UP TO 59 DAYS PER VISIT.

REVISED 1-10-2019 JENN

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

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.***



FA Form 2-A \_\_\_\_\_

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

Surname / Family Name / Last Name	Citizenship
-----------------------------------	-------------

First Name / Given Name	Middle Name (mother's maiden surname / if married, maiden surname)
-------------------------	--

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
-------------------------	----------------	---

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
--------------------------------------	-----------------------------------

Passport Country	Issued By	Expiry Date (mm/dd/yy)
------------------	-----------	------------------------

Passport Number	Issued on (mm/dd/yy)
-----------------	----------------------

The following people are accompanying me to the Philippines	Have you ever been convicted of a crime? If yes please provide details
---	--

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.
<b>OFFICER AUTHORIZED TO ADMINISTER OATH</b>	<b>SIGNATURE OF APPLICANT</b>
<b>FOR OFFICIAL USE ONLY</b>	

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

**CONSUL OF THE REPUBLIC OF THE PHILIPPINES**

PRINT NAME AND SIGNATURE	DATE RELEASED:
--------------------------	----------------