



# 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: [info@vippassports.com](mailto: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 TOURIST 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>N/A</u>
EMPLOYMENT CERTIFICATE:	<u>1-COPY</u>	BANK STATEMENT:	<u>1 - COPY</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: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR RUSH PROCESS)	<u>                    </u>
OTHER FEES: _____	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 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: 8-12-2015 (JENN)



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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 YOUR STAY WILL BE LESS THAN 30 DAYS. FOR STAYS OF 30 DAYS OR LONGER, PLEASE SUBMIT THE FOLLOWING INFORMATION FOR A VISA:**

#### **TOURIST 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 ROUND-TRIP TRAVEL ITINERARY**
- 5.) **COPY OF CURRENT BANK STATEMENT**
- 6.) **COPY OF EMPLOYMENT CERTIFICATE** (*OR EMPLOYMENT AFFIDAVIT*)
- 7.) **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.**

REVISED: 8-12-2015 (JENN)



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
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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.
<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:
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**CONSUL OF THE REPUBLIC OF THE PHILIPPINES**

PRINT NAME AND SIGNATURE	DATE RELEASED:
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