



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#: _____

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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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PHILIPPINES TOURIST VISA

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>
BANK STATEMENT:	<u>1-COPY</u>	RELEASE LETTER:	<u>N/A</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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24-48 HOUR RUSH PROCESS)	<u> </u>
OTHER FEES:	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*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: 3-5 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED ON 24-48 HOUR RUSH PROCESS FROM WHEN THE TIME WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 01-01-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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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

PHILIPPINE CONSULATE GENERAL
 447 Sutter Street, 6th 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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