

# 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

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## PHILIPPINES TOURIST 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      |
| EMPLOYMENT CERTIFICATE:  | 1-COPY  | BANK STATEMENT:   | 1-COPY      |

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

|  |                             |
|--|-----------------------------|
| VIP SERVICE FEE: (REGULAR PROCESS)                                       | <u>\$95.00</u>              |
| CONSULATE FEE: (SEE NEXT PAGE)   | <u>                    </u> |
| MONEY ORDER:   | <u>\$6.00</u>               |
| <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS) | <u>                    </u> |
| OTHER FEES: _____  | <u>                    </u> |
| RETURN SHIPPING FEE:   | <u>                    </u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE)                                       | <u>                    </u> |

| 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:   | <b>5 TO 7 DAYS</b> |
| 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

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## PHILIPPINES TOURIST 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 YOUR STAY WILL BE 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 BE LESS THAN SIX MONTHS OLD
- 3.) ONE (1) COMPLETED APPLICATION (NOTARIZED)
- 4.) COPY OF ROUND-TRIP TRAVEL ITINERARY
- 5.) COPY OF CURRENT BANK STATEMENT – MUST SHOW MINIMUM OF \$100.00 PER DAY FOR DURATION OF VISIT TO PHILIPPINES
- 6.) COPY OF EMPLOYMENT CERTIFICATE (OR EMPLOYMENT AFFIDAVIT)
- 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.

REVISED 1-10-2019 JENN



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

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

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

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

|   |            |          |
|---|------------|----------|
| Civil Status<br><input type="radio"/> Single <input type="radio"/> Married<br><input type="radio"/> Widowed <input type="radio"/> Divorced<br><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,<br>Multiple entry until _____ Visa Includes: |  |
|---|--|

**CONSUL OF THE REPUBLIC OF THE PHILIPPINES**

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