



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 NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1-NOTARIZED</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<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: A NOTARIZED COPY OF THE PERMANENT RESIDENCE CARD (GREEN CARD) OR THE ORIGINAL VALID USA VISA AND I-94 <https://i94.cbp.dhs.gov/> (STUDENTS ORIGINAL VALIDATED I-20)

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

FEES PER PERSON:

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: (48 TO 72 HOUR RUSH PROCESS)	<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
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST FOR THE VISA TO BE ISSUED WITHIN 48 TO 72 HOURS FROM THE DAY WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: SOME NATIONALITIES REQUIRE PRIOR APPROVAL FROM THE PHILIPPINES GOVERNMENT PRIOR TO ISSUING THE VISA. THE VISA OFFICER DOES RECOMMEND THAT THE APPLICANT SHOULD NOT BUY NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND. **FIRST TIME APPLICANTS WILL ONLY BE ISSUED A SINGLE ENTRY VISA. MULTIPLE ENTRY VISAS WILL ONLY BE ISSUED TO PASSPORT HOLDERS WITH PRIOR VISAS IN THEIR CURRENT PASSPORT.**

REVISED: 1-21-2016* (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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PHILIPPINES

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) **PASSPORT** (*MINIMUM OF 6 MONTH VALIDITY*)
- 2.) **ONE (1) PASSPORT** - TYPE PHOTOGRAPH (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION** (*NOTARIZED*)
 - APPLICANTS HOLDING A CHINA (PRC) PASSPORT, PLEASE [CLICK HERE](#) FOR APPLICATION FORM. ALL OTHERS, PLEASE SEE PAGE 7
- 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.) **PROOF OF VALID U.S. STATUS:**
(*PLEASE SUBMIT ONE OF THE FOLLOWING*)
 - NOTARIZED COPY OF PERMANENT RESIDENT CARD
 - ORIGINAL U.S. VISA AND PRINTED I-94 (*VISIT <https://i94.cbp.dhs.gov/>*)
- 7.) **CONSULATE FEES:**

FOR NATIONAL OF COUNTRIES WITH VISA AGREEMENT:

- \$30.00 - 3 MONTH SINGLE ENTRY VISA
- \$60.00 - 6 MONTH MULTIPLE ENTRY VISA
- \$90.00 - 1 YEAR MULTIPLE ENTRY VISA *

FOR NATIONALS OF COUNTRIES WITHOUT VISA AGREEMENT:

- \$40.00 – 3 MONTH SINGLE ENTRY VISA
- \$80.00 – 6 MONTH MULTIPLE ENTRY VISA
- \$120.00 – 1 YEAR MULTIPLE ENTRY *

***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: 8-11-2015 (JENN)

Waiver of Exclusion Ground (WEG) for Certain Minors

As a rule, minors, who are under 15 years of age and unaccompanied by or not traveling with a parent to the Philippines, are generally excluded from entering the Philippine ports of entry. To avoid exclusion before arrival at Philippine ports, the minor's parent/s or guardian needs to submit an Affidavit of Request, Consent and Guarantee for the Issuance of Waiver of Exclusion Ground, duly-authenticated/acknowledged by the Embassy/Consulate General, to the Bureau of Immigration authorities at the port of entry and pay the waiver fee of P3,120.00 for each unaccompanied minor.

To have the Affidavit of Request, Consent and Guarantee duly-authenticated/acknowledged by the Embassy/Consulate General, please refer to the procedures and requirements for private documents under the Authentication/Acknowledgment link. In addition to the requirements enumerated, please include a copy of the Report of Birth of child, if born abroad, or a copy of the NSO Birth Certificate, if born in the Philippines, or a copy of the Birth Certificate issued by the Department of Health or the Office of Vital Statistics, if born in the U.S. (originals to be presented), as well as a photocopy of the data page of the passport of the child.

For US citizens and foreigners of countries with 30-day visa free privileges who intend to stay longer than 30 days, please see requirements for 9(A) Temporary Visitor's Visa. Except for #6, all visa requirements apply. Proof of financial capacity will be the burden of the parent/s or guardian and not the child.

NO-VISA ENTRY FOR 30-DAYS STAY

Countries whose nationals may enter the Philippines without a visa for a stay not exceeding thirty (30) days under E.O. 408, provided these foreign nationals are holders of a passport valid at least six (6) months, beyond the period of stay in the Philippines and return or outward bound tickets to country of origin or next country of destination.

1. Andorra	47. Fiji	98. Myanmar	142. Tunisia
2. Angola	48. Finland	99. Namibia	143. Turkey
3. Antigua and Barbuda	49. France	100. Nepal	144. Turkmenistan
4. Argentina	50. Gabon	101. Netherlands	145. Tuvalu
5. Australia	51. Gambia	102. New Zealand	146. Uganda
6. Austria	52. Germany	103. Nicaragua	147. United Arab Emirates
7. Bahamas	53. Ghana	104. Niger	148. United Kingdom of Great Kingdom and Northern Ireland
8. Bahrain	54. Greece	105. Norway	149. United States of America
9. Barbados	55. Grenada	106. Oman	150. Uruguay
10. Belgium	56. Guatemala	107. Palau	151. Uzbekistan
11. Belize	57. Guinea	108. Panama	152. Vanuatu
12. Benin	58. Guinea-Bissau	109. Papua New Guinea	153. Vatican
13. Bhutan	59. Guyana	110. Paraguay	154. Venezuela
14. Bolivia	60. Haiti	111. Peru	155. Vietnam
15. Botswana	61. Honduras	112. Poland	156. Zambia
16. Brazil*	62. Hungary	113. Portugal	157. Zimbabwe
17. Brunei	63. Iceland	114. Qatar	
18. Bulgaria	64. Indonesia	115. Romania	
19. Burkina Faso	65. Ireland	116. Russia	
20. Burundi	66. Israel*	117. Rwanda	
21. Cambodia	67. Italy	118. St. Kitts and Nevis	
22. Cameroon	68. Jamaica	119. Saint Lucia	
23. Canada	69. Japan	120. St. Vincent and Grenadines	
24. Cape Verde	70. Kazakhstan	121. Samoa	
25. Central African Republic	71. Kenya	122. San Marino	
26. Chad	72. Kiribati	123. Sao Tome and Principe	
27. Chile	73. Korea (ROK)	124. Saudi Arabia	
28. Colombia	74. Kyrgyzstan	125. Senegal	
29. Comoros	75. Kuwait	126. Seychelles	
30. Congo	76. Laos	127. Singapore	
31. Congo, Democratic Republic	77. Latvia	128. Slovak Republic	
32. Costa Rica	78. Lesotho	129. Slovenia	
33. Cote d' Ivoire	79. Liberia	130. Solomon Islands	
34. Croatia	80. Liechtenstein	131. South Africa	
35. Cyprus	81. Lithuania	132. Spain	
36. Czech Republic	82. Luxembourg	133. Suriname	
37. Denmark	83. Madagascar	134. Swaziland	
38. Djibouti	84. Malawi	135. Sweden	
39. Dominica	85. Malaysia	136. Switzerland	
40. Dominican Republic	86. Maldives	137. Tajikistan	
41. Ecuador	87. Mali	138. Tanzania	
42. El Salvador	88. Malta	139. Thailand	
43. Equatorial Guinea	89. Marshall Islands	140. Togo	
44. Eritrea	90. Mauritania	141. Trinidad and Tobago	
45. Estonia	91. Mauritius		
46. Ethiopia	92. Mexico		
	93. Micronesia		
	94. Monaco		
	95. Mongolia		
	96. Morocco		
	97. Mozambique		

*The following are allowed to enter the Philippines without a visa for a stay not exceeding fifty-nine (59) days:

1. Holders of Brazil passports; and
2. Holders of Israel passports

The following are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days:

1. Holders of Hong Kong Special Administrative (SAR) passports
2. Holders of British National Overseas (BNO) passports
3. Holders of Portuguese Passports issued in Macao
4. Holders of Macao Special Administrative Region (SAR) passports



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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:

CONSUL OF THE REPUBLIC OF THE PHILIPPINES

PRINT NAME AND SIGNATURE	DATE RELEASED:
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