

# 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 BUSINESS VISA

NON-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	TRAVEL ITINERARY:	1-COPY
HOTEL CONFIRMATION:	1-COPY	COMPANY LETTER:	1

**ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.**

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

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
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	_____
OTHER FEES: _____	_____
ADD 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:	<b>5 TO 7 DAYS</b>
<p>FOR SOME NATIONALITIES, THE PROCESS TIME CAN TAKE UP TO 16 BUSINESS 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).</p>	

COMMENTS: **SOME NATIONALITIES REQUIRE PRIOR APPROVAL FROM THE PHILIPPINES GOVERNMENT BEFORE ISSUING THE VISA. THE VISA OFFICER DOES RECOMMEND THAT THE APPLICANT SHOULD NOT BUY NON-REFUNDABLE OR NON-CHANGEABLE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS BACK IN-HAND.**

REVISED 1-10-2019 JENN

*Specializing in Visas, Passports, Document Legalization and Translations*

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## PHILIPPINES BUSINESS VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) PASSPORT (MINIMUM OF 6 MONTH VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2) – MUST BE LESS THAN 6 MONTHS OLD
- 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.) COPY OF HOTEL CONFIRMATION
- 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.) 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/>)
- 8.) CONSULATE FEE:

CONSULATE FEES FOR COUNTRIES <u>WITH</u> VISA AGREEMENT		
NUMBER OF ENTRIES	VALIDITY	FEE
SINGLE	3 MONTHS	\$30.00
MULTIPLE	6 MONTHS	\$60.00
	1 YEAR*	\$90.00
CONSULATE FEES FOR COUNTRIES <u>WITHOUT</u> VISA AGREEMENT		
SINGLE	3 MONTHS	\$40.00
MULTIPLE	6 MONTHS	\$80.00
	1 YEAR*	\$120.00

**\*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.

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## **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

**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
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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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