



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: POLAND WORK VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH INSURANCE:	<u>1-COPY</u>	COMPANY LETTER:	<u>1</u>
COPY OF INVITATION:	<u> </u>	DRIVERS LICENSE:	<u>1-COPY</u>

OTHER: WORK PERMIT OR CERTIFICATE OF EMPLOYMENT (ISSUED BY THE OFFICE OF WOJEWODA). 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:	<u>\$0.00</u>
MONEY ORDER:	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24-48 HOUR RUSH PROCESS)	<u> </u>
OTHER FEES: <u>FED EX TO AND FROM LA</u>	<u>\$58.00</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: 4-7 DAYS

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

COMMENTS: _____

REVISED: 03-02-2010 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations

When applying for any type of visa one should submit:

- Passport. It must be signed and valid for at least 3 months from the date of intended departure from Poland, with at least one blank visa page (excluding the amendments/endorsements pages at the back);
- **Visa Application Form** filled out and signed by the applicant. All entries of the form should be properly filled out (no blanks);
- Two passport size photographs;
- Bank statement - 3 last statements;
- Confirmation letter from health insurance company stating coverage with a minimum of 30.000 EURO (equivalent in USD) for trips outside the US (copy of healthcare card is not sufficient);
- In the matter of application for national visa one should submit a prove of sufficient funds (at least 300 zlotys per day) or medical insurance or official invitation to cover medical expenses;
- Reference letter from employer.

- employment - work permit or certificate of employment (when applicable).

Caution: persons who intend to work in Poland must submit a valid work permit certificate issued by appropriate local executive authorities (Office of Wojewoda) in Poland or an employer's written declaration confirming the intention to employ the alien if the work permit is not required. Visas for the purpose of carrying out work are issued only by the Polish Consul at the office appropriate for the applicant's legal permanent residence, for the period of stay not exceeding one year, relevant to the period indicated in the permit or the employer's written declaration. Employment without prior authorization is strictly prohibited. English language teachers planning to work in Poland at universities (colleges) instead of the work permit certificate must submit Certificate of Employment issued by president of that university/college.



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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!**

Photo

VISA APPLICATION FORM

Stamp of office
Issuing visa

1. Surname		FOR CONSULATE USE ONLY Data złożenia wniosku: Przyjmujący wniosek: Dodatkowe dokumenty: <input type="checkbox"/> Ważny dokument podróży <input type="checkbox"/> Zaproszenie <input type="checkbox"/> Środek transportu <input type="checkbox"/> Ubezpieczenie <input type="checkbox"/> Inne: Wiza: <input type="checkbox"/> Odmowa <input type="checkbox"/> Udzielona Typ wizy / cel pobytu: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C /..... <input type="checkbox"/> D /..... <input type="checkbox"/> W /..... Ilość wjazdów: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> wiele Ważna od do Ważna na dni Pieczęć i podpis organu wydającego wizę
2. Maiden name / Previous surnames		
3. Given names		
4. Date of birth (YY – MM - DD)	5. Identification number (if applicable)	
6. Place and country of birth		
7. Present citizenship(s)	8. Citizenship at birth	
9. Sex <input type="checkbox"/> male <input type="checkbox"/> female	10. Marital status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> other	
11. Father's given name	12. Mother's given name	
13. Type of travel document <input type="checkbox"/> Passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Travel document for aliens <input type="checkbox"/> Travel document (as in Geneva Convention of 1951) <input type="checkbox"/> Seaman's book <input type="checkbox"/> Other travel document (what type):		
14. Travel document number	15. Issued by	
16. Date of issue	17. Valid until	
18. If you reside in another country than country of your origin – do you have permission to return to this country? <input type="checkbox"/> No <input type="checkbox"/> Yes (document number and date of validity)		
19. Present job		
20. Employer's address and telephone number. For students – name and address of school / university		
21. Country of destination (in case of transit)	22. Visa class <input type="checkbox"/> Airport <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay <input type="checkbox"/> Entry	23. Visa applies to: <input type="checkbox"/> One person <input type="checkbox"/> More *(how many)
24. Number of entries requested <input type="checkbox"/> single entry <input type="checkbox"/> double entries <input type="checkbox"/> multiple entries	25. Period of stay: visa is requested for _____ days	
26. Polish visa(s) (issued in last 3 years) and their period(s) of validity:		
27. If you are applying for a transit visa, do you have permission to enter a country of destination? <input type="checkbox"/> No <input type="checkbox"/> Yes, valid until do: _____ issued by: _____		
* 28. Countries visited in the last 5 years		

* Only applicable when multiple family members are included in one travel document.

29. Purpose of travel <input type="checkbox"/> Tourism <input type="checkbox"/> Visit <input type="checkbox"/> Sport <input type="checkbox"/> Business <input type="checkbox"/> Culture <input type="checkbox"/> Official <input type="checkbox"/> Work <input type="checkbox"/> Education <input type="checkbox"/> Other (specify):		FOR CONSULATE USE ONLY												
30. Date of entry	31. Date of departure													
32. Border crossing point or transit route	33. Means of transport													
34. Information about a person or a company hosting you while in Poland. If this does not apply, give the name of your hotel or other temporary address in Poland:														
Given name and surname/Name of company		Tel. and fax numbers												
Full address		E-mail												
35. Who is covering the costs of your travel and stay? <input type="checkbox"/> applicant <input type="checkbox"/> person making invitation / sponsor <input type="checkbox"/> other (please specify who and how, and enclose appropriate documents)														
36. Means to cover costs of your stay: <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit cards <input type="checkbox"/> Pre-paid services <input type="checkbox"/> Others: <input type="checkbox"/> Travel insurance / health insurance. Valid until:														
**37. Applicant's spouse		**38. Maiden name												
**39. Given name	**40. Date of birth	**41. Place of birth												
**42. CHILDREN <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">Surname</th> <th style="width: 30%; text-align: left;">Given name</th> <th style="width: 40%; text-align: left;">Date of birth</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>			Surname	Given name	Date of birth	1	2	3
Surname	Given name	Date of birth												
1												
2												
3												
***43. Exceptional and urgent reasons requiring entry to and stay in Poland														
44. I agree that personal data on this application form may be recorded by the appropriate authorities of the Republic of Poland and processed if necessary, for the issuing of a visa. I declare that to the best of my knowledge the above particulars are correct and complete. I am aware that any false statements will lead to my application being rejected or to the invalidation of the visa already granted and may also render me liable to prosecution under the law of the Republic of Poland. I undertake to leave the territory of the Republic of Poland upon the expiry of the visa, if granted. I realise that the possession of a visa is only one of the conditions of entry to the territory of the Republic of Poland. Acquiring a visa does not entitle me to compensation should entry to the Republic of Poland be refused by officers of the Border Guard.														
45. Applicant's address in the country of residence		46. Telephone number												
47. Place and date		48. Signature (in case of minor, signature of legal representative)												

** Applies to family members included in a travel document of an alien, who accompany him/her during a trip to Poland.

*** To be filled in by an alien applying for a visa to the relevant commanding officer of the Border Guard checkpoint – according to the article 47 section 1 of the Aliens Act of 13 June 2003