



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#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

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: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: PERU BUSINESS-NON USA PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	APPLICATION (S):	<u>2-ORIGINALS</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	ORIGINAL TICKETS:	<u>1</u>
COMPANY LETTER: IN SPANISH	<u>1</u>	POLICE LETTER:	<u>1</u>
LETTER OF INVITATION: IN SPANISH	<u>1</u>	PASSPORT PHOTO ON CD:	<u>1-ON CD</u>

OTHER: PLEASE SEND A CLEAR COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA, BE SURE BOTH APPLICATIONS ARE ORIGINAL (WITH SIGNATURE AND RIGHT INDEX FINGERPRINT)

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>\$30.00</u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (SAME DAY PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 TO 48 HOUR 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: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED THE SAME DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 24 TO 48 HOURS FROM THE DAY THE APPLICATION IS SUBMITTED (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: SPECIAL HANDLING IS NOT ALWAYS AVAILABLE.

REVISED: 12-20-2011 (KS)

Specializing in Visas, Passports, Document Legalization and Translations



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PERU

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) SIGNED PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) CD DISK WITH ONE OF THE ABOVE PHOTOS IN COLOR DOWNLOADED ON IT AS A JPEG FILE - BE SURE THE PHOTO IS IDENTICAL TO THE ONES THAT ARE BEING SUBMITTED FOR THE VISA - **IF VIP RECEIVES A VISA REQUEST WITHOUT THE PHOTO ON A CD DISK. WE WILL ARRANGE FOR THE PHOTO TO BE DOWNLOADED ON TO A DISK ON BEHALF OF THE APPLICANT (\$25.00 VIP SERVICE FEE WILL APPLY)**
- 4.) (2) TWO COMPLETED APPLICATIONS (**SEE NOTE BELOW**)
- 5.) A COMPANY LETTER OF GUARANTEE (MUST BE IN SPANISH)
- 6.) COPY OF E-TICKET CONFIRMATION OR THE ORIGINAL AIRLINE TICKETS (NOT A COPY)
- 7.) LETTER OF INVITATION (MUST BE IN SPANISH)
- 8.) POLICE CLEARANCE LETTER
- 9.) COPY OF THE FRONT AND BACK OF GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 10.) CONSULATE FEE: \$30.00

SPECIAL NOTE: ALL APPLICANTS THAT LIVE IN THE MIAMI JURISDICTION (FLORIDA, PUERTO RICO AND THE U.S. VIRGIN ISLANDS) WILL HAVE TO GO IN PERSON TO SUBMIT YOUR APPLICATION FOR A VISA.

CONTINUED...



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NOTE: BOTH APPLICATIONS NEED TO BE ORIGINAL. THE CONSULATE WILL NOT ACCEPT YOUR APPLICATION IF YOUR SIGNATURE IS TOUCHING ANY LINES. YOUR SIGNATURE NEEDS TO BE FLOATING WITHIN THE SIGNATURE BOX (FAILURE TO DO SO WILL RESULT IN DELAYS). IN THE BOX THAT SAYS DIGITAL PRINT-THE CONSULATE ASK THAT YOU PLACE YOUR RIGHT INDEX FINGERPRINT IN BLACK INK IN THIS SPACE. YOUR COMPLETED APPLICATIONS, SIGNATURE AND FINGERPRINT MUST BE DONE IN BLACK INK.

VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE USED WITHIN (60) SIXTY DAYS FROM ISSUE. YOU MAY STAY UP TO (60) SIXTY DAYS IN PERU. MULTIPLE ENTRY VISAS ARE ISSUED AT THE VISA OFFICERS DISCRETION FOR A VALIDITY OF 90 (NINETY) DAYS. IF YOU WOULD LIKE TO BE CONSIDERED FOR A MULTIPLE ENTRY VISA, IT MUST BE REQUESTED IN YOUR COMPANY LETTER.

REVISED: 12-20-2011 (KS)

A extranjeros que viajan al Perú

AMÉRICA CENTRAL Y EL CARIBE

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÚNTE
Antigua Barbuda	NO	SI	SI	NO
Bahamas	NO	SI	SI	NO
Barbados	NO	SI	SI	NO
Belice	NO	SI	SI	NO
Costa Rica	SI	SI	SI	SI
Cuba	SI	SI	SI	SI
Dominica	NO	SI	SI	NO
El Salvador	SI	SI	SI	SI
Granada	NO	SI	SI	NO
Guatemala	SI	SI	SI	SI
Haití	NO	SI	SI	NO
Honduras	SI	SI	SI	SI
Jamaica	NO	SI	SI	NO
Nicaragua	SI	SI	SI	SI
Panamá	NO	SI	SI	NO
República Dominicana	SI	SI	SI	SI
San Cristóbal y Nevis	NO	SI	SI	NO
Santa Lucía	NO	SI	SI	NO
Sn. Vicente y Granadinas	NO	SI	SI	NO
Trinidad y Tobago	NO	SI	SI	NO

AMERICA DEL NORTE

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÚNTE
Canadá	NO	SI	SI	NO
Estados Unidos	NO	SI	SI	NO
México	NO	SI	SI	NO

AMERICA DEL SUR

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÚNTE
Argentina	NO	SI	SI	NO
Bolivia	NO	SI	SI	NO

Brasil	NO	NO	SI	NO
Colombia	NO	SI	SI	NO
Chile	NO	SI	SI	NO
Ecuador	NO	SI	SI	NO
Guyana	NO	SI	SI	NO
Paraguay	NO	SI	SI	NO
Suriname	NO	SI	SI	NO
Uruguay	NO	SI	SI	NO
Venezuela	NO	SI	SI	NO

AFRICA

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÚNTE
Angola	SI	SI	SI	SI
Argelia	SI	SI	SI	SI
Benin	SI	SI	SI	SI
Bostwana	SI	SI	SI	SI
Burkina Faso	SI	SI	SI	SI
Burundi	SI	SI	SI	SI
Cabo Verde	SI	SI	SI	SI
Camerún	SI	SI	SI	SI
Chad	SI	SI	SI	SI
Comoras	SI	SI	SI	SI
Congo	SI	SI	SI	SI
Costa Marfil	SI	SI	SI	SI
Chipre	NO	SI	SI	NO
Dibouti	SI	SI	SI	SI
Egipto	SI	SI	SI	SI
Eritrea	SI	SI	SI	SI
Etiopia	SI	SI	SI	SI
Gabón	SI	SI	SI	SI
Gambia	SI	SI	SI	SI
Ghana	SI	SI	SI	SI
Guinea	SI	SI	SI	SI
Guinea Bissau	SI	SI	SI	SI
Guinea Ecuatorial	SI	SI	SI	SI
Kenia	SI	SI	SI	SI
Lesotho	SI	SI	SI	SI
Liberia	SI	SI	SI	SI
Libia	SI	SI	SI	SI
Madagascar	SI	SI	SI	SI
Malawi	SI	SI	SI	SI
Mali	SI	SI	SI	SI
Marruecos	SI	SI	SI	SI

Mauricio	SI	SI	SI	SI
Mauritania	SI	SI	SI	SI
Mozambique	SI	SI	SI	SI
Namibia	SI	SI	SI	SI
Niger	SI	SI	SI	SI
Nigeria	SI	SI	SI	SI
República Centrafricana	SI	SI	SI	SI
República de Sudáfrica	NO	SI	SI	NO
Rwanda	SI	SI	SI	SI
Sahara Occidental	SI	SI	SI	SI
Santo Tome y Príncipe	SI	SI	SI	SI
Senegal	SI	SI	SI	SI
Sevchelles	SI	SI	SI	SI
Sierra Leona	SI	SI	SI	SI
Somalia	SI	SI	SI	SI
Sudán	SI	SI	SI	SI
Swazilandia	SI	SI	SI	SI
Tanzania	SI	SI	SI	SI
Togo	SI	SI	SI	SI
Túnez	SI	SI	SI	SI
Uganda	SI	SI	SI	SI
Zaire	SI	SI	SI	SI
Zambia	SI	SI	SI	SI
Zimbabwe	SI	SI	SI	SI

ASIA

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÜNTE
Afganistán	SI	SI	SI	SI
Arabia Saudita	SI	SI	SI	SI
Bangladesh	SI	SI	SI	SI
Bahrein	SI	SI	SI	SI
Bhutan	SI	SI	SI	SI
Brunei Darussalam	NO	SI	SI	NO
Camboya	SI	SI	SI	SI
China Rep. Popular	SI	SI	SI	SI
Emiratos Arabes Unidos	SI	SI	SI	SI
Filipinas	NO	SI	SI	NO
India	SI	SI	SI	SI
Indonesia	NO	NO	SI	NO
Irán	SI	SI	SI	SI

Iraq	SI	SI	SI	SI
Israel	NO	SI	SI	NO
Japón	NO	SI	SI	NO
Jordania	SI	SI	SI	SI
Kazakistán	SI	SI	SI	SI
Kirguistán	SI	SI	SI	SI
Kuwait	SI	SI	SI	SI
Libano	SI	SI	SI	SI
Malasia	NO	SI	SI	NO
Maldivas	SI	SI	SI	SI
Mongolia	SI	SI	SI	SI
Myanmar	SI	SI	SI	SI
Nepal	SI	SI	SI	SI
Qatar	SI	SI	SI	NO
Pakistán	SI	SI	SI	SI
República de Corea	NO	SI	SI	NO
Rep. Pop. Dem. De Corea	SI	SI	SI	SI
Republica Democ. Popular Laos	SI	SI	SI	SI
Singapur	NO	SI	SI	NO
Siri Lanka	SI	SI	SI	SI
Siria	SI	SI	SI	SI
Tailandia	NO	SI	SI	NO
Tayikistán	SI	SI	SI	SI
Turkmenistán	SI	SI	SI	SI
Uzbekistán	SI	SI	SI	SI
Vietnam	SI	SI	SI	SI
Yemen	SI	SI	SI	SI

EUROPA

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÚNTE
Albania	SI	SI	SI	SI
Alemania	NO	SI	SI	NO
Andorra	NO	SI	SI	NO
Armenia	SI	SI	SI	SI
Austria	NO	SI	SI	NO
Azerbaiyán	SI	SI	SI	SI
Bélgica	NO	SI	SI	NO
Bielorrusia	NO	SI	SI	NO
Bosnia Herzeqovina	SI	SI	SI	SI
Bulgaria	NO	SI	SI	NO
Croacia	NO	SI	SI	NO

Dinamarca	NO	SI	SI	NO
Eslovenia	NO	SI	SI	NO
Eslovaquia	NO	SI	SI	NO
España	NO	SI	SI	NO
Estonia	NO	SI	SI	NO
Federación de Rusia	NO	SI	SI	NO
Finlandia	NO	SI	SI	NO
Francia	NO	SI	SI	NO
Georgia	SI	SI	SI	SI
Gran Bretaña e Irl. Del Norte	NO	SI	SI	NO
Grecia	NO	SI	SI	NO
Hungría	NO	SI	SI	NO
Irlanda	NO	SI	SI	NO
Islandia	NO	SI	SI	NO
Italia	NO	SI	SI	NO
Letonia	NO	SI	SI	NO
Liechtenstein	NO	SI	SI	NO
Lituania	NO	SI	SI	NO
Luxemburgo	NO	SI	SI	NO
Macedonia	NO	SI	SI	NO
Malta	NO	SI	SI	NO
Moldavia	NO	SI	SI	NO
Mónaco	NO	SI	SI	NO
Noruega	NO	SI	SI	NO
Países Bajos	NO	SI	SI	NO
Polonia	NO	SI	SI	NO
Portugal	NO	SI	SI	NO
República Checa	NO	SI	SI	NO
República Serbia y Montenegro	NO	SI	SI	NO
Rumania	NO	SI	SI	SI
San Marino	NO	SI	SI	NO
Santa Sede	NO	SI	SI	NO
Suecia	NO	SI	SI	NO
Suiza	NO	SI	SI	NO
Turquía	SI	SI	SI	SI
Ucrania	NO	SI	SI	NO

OCEANIA

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÚNTE
Australia	NO	SI	SI	NO
Fiji	NO	SI	SI	NO

Islas Cook	NO	SI	SI	NO
Islas Marshall	NO	SI	SI	NO
Islas Salomón	NO	SI	SI	NO
Kiribati	NO	SI	SI	NO
Micronesia	NO	SI	SI	NO
Nauru	NO	SI	SI	NO
Niue	NO	SI	SI	NO
Nueva Zelandia	NO	SI	SI	NO
Palau	NO	SI	SI	NO
Papua Nueva Guinea	NO	SI	SI	NO
Samoa	NO	SI	SI	NO
Tonga	NO	SI	SI	NO
Tuvalu	NO	SI	SI	NO
Vanuatu	NO	SI	SI	NO

OTROS TERRITORIOS

PAIS	HASTA 183 DIAS (Improrrogables)		HASTA 90 DIAS (Prorrogables en DIGEMIN)	HASTA 2 DIAS
	TURISTA	NEGOCIO	ESTUDIANTE	TRANSEÜNTE
Hong Kong	NO	SI	SI	NO
Taiwán	NO	SI	SI	NO



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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!



Consulado General del Perú
Estados Unidos de América

**FORMULARIO DGC-005
SOLICITUD DE VISA**

Uso interno

Nro.Expediente :

Fec.Expedición :

Fec.Expiración :

1. PROCEDIMIENTO A REALIZAR (TYPE OF VISA)

Visa Temporal (Temporary Visa)

Turista Negocios Transeúnte Artista Tripulante
(Tourist) (Business) (Transit) (Artist) (Tripulant)

Otro
(Other)

Visa Residente (Resident Visa)

2. DATOS DEL SOLICITANTE (GENERAL INFORMATION)

1. Tipo.Nro.Pasaporte : (Type, Num.Passport)	Nro: (Num)	6. Estado Civil : (Marital Status)	Soltero (Single) <input type="checkbox"/>	Viudo (Widowed) <input type="checkbox"/>
			Casado (Married) <input type="checkbox"/>	Divorciado (Divorced) <input type="checkbox"/>
2. Apellido Paterno : (Last Name)		7. Lugar de nacimiento (País) : (Place of Birth)		
3. Apellido Materno o Casada: Maiden Name		8. Nacionalidad : (Nationality)		
4. Nombres : (Name)		9. Fecha de nacimiento : (Date of Birthday)		
5. Sexo : (Sex)	Masculino (Male) <input type="checkbox"/> Femenino (Female) <input type="checkbox"/>	10. Profesión/Ocupación : (Occupation)	dd	mm
				aaaa
11. Domicilio o alojamiento en el Perú (Av.Jr.Calle) : (Full Address in Peru)				
			Teléfono : (Phone)	
12. Domicilio en el Extranjero: (Permanent Address)				
País : (Country)		Teléfono : (Phone)		

3. FIRMA, IMPRESIÓN DIGITAL Y FOTO DEL SOLICITANTE (SIGNATUR, RIGTH INDEX FINGERPRINT, PICTURE)

Firma (Signature)	Impresión Digital Índice Derecho (Rigth Index Fingerprint)	Foto (Photo)

4. GRUPO ARTÍSTICO (EN CASO DE ARTISTA) (ONLY FOR ARTIST – APLICATION)

Nombre : (Name)	Nacionalidad : (Nationality)
--------------------	---------------------------------

5. RESERVADO PARA USO INTERNO (OFICIAL USE ONLY)

Nombre de Funcionario Responsable :			
Num.Registro :	Num.Actuación :	Num.Tarifa :	Fec.Actuación :
<input type="checkbox"/> Autorizado Misión o Sección Consular <input type="checkbox"/> Autorizado por DIGEMIN con : _____ Número : _____ Fecha : _____			

6. OBSERVACIONES

Firma del Cónsul o Encargado