



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: SIERRA LEONE BUSINESS VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	INT'L HEALTH CERTIFIFATE:	<u>1</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u> </u>

OTHER: **PLEASE SEND A COPY OF YOUR USA GREEN CARD OR THE ORIGINAL I-94 (IF AVAILABLE)-THE CONSULATE WILL PROCESS THE APLICATION WITHOUT HAVING A USA GREEN CARD OR USA VISA BUT EXPECT THE PROCESS TO TAKE AN EXTRA DAY TO BE COMPLETED. 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:	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER FEE:	<u>\$3.00</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	AVERAGE PROCESSING TIME	<u>4-7 DAYS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	<u> </u>
SATURDAY LETTER	\$41.50	TODAY'S DATE:	<u> </u>

COMMENTS:

REVISED: 2-20-2008 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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SIERRA LEONE

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
(APPLICATION CAN BE COPIED)
- 4.) A COPY OF YOUR ITINERARY STATING THAT ROUND TRIP TICKETS HAVE BEEN PURCHASED
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) YOUR INTERNATIONAL HEALTH CERTIFICATE SHOWING A CURRENT YELLOW FEVER IMMUNIZATION.
- 7.) A COPY OF THE INVITATION FROM YOUR SPONSOR IN SIERRA LEONE
- 8.) COPY OF THE FRONT AND BACK OR YOUR USA GREEN CARD OR THE ORIGINAL I-94 AND USA VISA (IF AVAILABLE)-THE CONSULATE WILL PROCESS THE APPLICATION IF YOU DO NOT HAVE A USA GREEN CARD OR A USA VISA BUT EXPECT THE PROCESS TO TAKE AN EXTRA DAY TO BE COMPLETED
- 9.) CONSULATE FEES LISTED BELOW:

	<u>CONSULATE FEES</u>	<u>CONSULATE FEES</u>
	<u>Single</u>	<u>Multiple</u>
	(6 months)	(One-Year)
United States Passport holders	-	\$131.00
Canadian Passport holders	\$72.00	\$144.00
British Passport holders	\$95.00	\$162.00
Others	\$40.00	\$80.00
ECOWAS Countries	Gratis (Tourist visa)	\$40.00 (Business visa)

NOTE: IF YOU DO NOT SUBMIT A COPY OF YOUR INVITATION FROM THE REGISTERED COMPANY IN SIERRA LEONE, YOU WILL BE ISSUED A TOURIST VISA, BUT YOU MUST STILL FOLLOW THE BUSINESS REQUIREMENTS.

VALIDITY: YOU MAY STAY UP TO (3) THREE MONTHS IN SIERRA LEONE.

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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!**



REPUBLIC OF SIERRA LEONE

VISA APPLICATION FORM

SIERRA LEONE: EMBASSY; HIGH COMMISSION; CONSULATE; IN _____

1 PASSPORT PHOTOGRAPH SHOULD BE ATTACHED

SURNAME: MR./MRS./MS. _____

CHRISTIAN OR OTHER NAMES: _____

SEX: _____ MARRIED/SINGLE/DIVORCED: _____

PRESENT ADDRESS: _____

NATIONALITY: _____ PLACE OF BIRTH: _____ DATE OF BIRTH: _____

TELEPHONE NO: _____ OCCUPATION: _____

NAME & ADDRESS OF EMPLOYER: _____

PASSPORT NO.: _____ DATE OF ISSUE: _____

PLACE OF ISSUE: _____ DATE OF EXPIRY: _____

SOCIAL SECURITY NO. (IF APPLICABLE): _____

PURPOSE OF VISIT: _____

PROPOSED DATE OF ARRIVAL IN SIERRA LEONE: _____

APPROXIMATE DURATION OF STAY: _____

NAME OF REFERENCE IN SIERRA LEONE: _____

PROPOSED ADDRESS IN SIERRA LEONE: _____

DATE OF THE FOLLOWING VACCINATIONS: _____

SMALL POX: _____ YELLOW FEVER: _____
CHOLERA: _____ MALARIA: _____

BANK REFERENCE (OR IF NON, PROOF OF SUFFICIENT MEANS OF MAINTENANCE):

DATE: _____ SIGNATURE OF APPLICANT: _____

FOR OFFICIAL USE

REFERENCE NUMBER OF APPROVAL FROM IMMIGRATION HEADQUARTERS, FREETOWN
(If Necessary): _____ Work Permit No. (If Necessary): _____

VISA No./Entry Permit No.: _____

Valid Until: _____ Date of Issue: _____

Fee Paid (If Any): _____

CONSULAR OFFICER