



# 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: [info@vippassports.com](mailto: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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## SOUTH SUDAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### ENTRY/VISIT VISA:

- 1.) U.S.A. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) DETAILED COMPANY LETTER OF GUARANTEE FROM THE US EMPLOYER
- 5.) COPY OF THE INVITATION FROM YOUR SPONSOR IN SOUTH SUDAN
- 6.) COPY OF THE TRAVEL ITINERARY
- 7.) CONSULATE FEES: \$160.00

VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE USED WITHIN (30) THIRTY DAYS FROM DATE OF ISSUE. THE AMOUNT OF TIME YOU MAY STAY IN SOUTH SUDAN IS DETERMINED BY THE VISA OFFICER ON AN INDIVIDUAL CASE BY CASE BASIS.

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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 South Sudan**  
**Ministry of Interior**  
**Directorate of Nationality, Passports and Immigration**



Visa Application Form  
**Form 5A**  
(FILL OUT IN CAPITAL LETTERS ONLY)

**Warning:** giving false information is considered a crime in accordance with the Passport and Immigration Act, 2011. Visa fees are non-refundable. Visa is not transferable and attempt to do so is considered a crime.

Place of Application ..... Date: ...../...../20.....

Have you Previously Applied for South Sudan Visa. Yes  No

If yes, Previous visa No: ..... Date of Issue.....Place  
of Issue.....Date of Arrival in south Sudan.....Point of  
Entry.....point of Exit.....

1. **Visa Type Requested:** Single:  Multiple:  Transit:  Other:  (Specify).....

Purpose of visit: Visit  Education  Tourism  Medical treatment  Official  Other  (Specify)  
.....

Duration of Intended Stay.....Date of Intended Arrival in South  
Sudan.....

Mode of Transport: Air  Road/Trail  River

**2. Personal Details (As in Passport)**

Surname: .....

Given Names: .....

Date of Birth (Day/Month/Year): ...../...../.....

Place of Birth: .....Country of Birth.....

Sex: Male  Female

Marital Status: Single  Married  Divorced  Widowed

Nationality / Citizenship:

.....

(If dual, give both)

**3. Passport Details:**

4. Passport Type: Regular  Diplomatic  Special  Business  Other  (specify)

Passport No: ..... Date of Issue (Day/Month/Year): ...../...../.....

Country of Issue: ..... Date of Expiry (Day/Month/Year): ...../...../..... Place of Issue:

.....

**5. Professional / Occupation Details:**

Present Occupation: ..... Title: .....

Employer Name: .....

Employer Address:

.....

..... Phone No: .....

E-mail: .....

**6. Applicant's Contact Details:**

Present Address:

.....

.....

.....

Permanent Country of Origin Address:

.....

.....

Phone No: ..... Mobile No: .....

E-mail Address: .....

**7. Family Details:**

**Spouse Details**

Surname: .....

Given Names: .....

Permanent Address:

.....

.....

Phone No: ..... Mobile No: .....

E-mail Address: .....

**Next of Kin Details**

Surname: .....

Given Names: .....

Permanent Address:

.....  
.....

Phone No: ..... Mobile No.....

E-mail Address: .....

**8. Have you ever:**

- a) Been convicted of a crime or offence in any country?      Yes       No
- b) Been deported or removed from South Sudan or any country for overstaying your visa or violating any law or regulation?      Yes       No
- c) Been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances?      Yes       No
- d) Committed trafficking in persons or incited or aided another to commit such an offence?      Yes       No
- e) Are you suffering from tuberculosis, any other infectious or contagious disease      Yes       No

If you answer yes to any of the questions above, provide explanation below:

.....  
.....

**Address of Place of Stay / Hotel:**

.....  
.....

Funds Available For My Stay .....

**9. Guarantor or references in South Sudan:**

Name: ..... Telephone No.: .....

Address.....

Date of Birth (Day/Month/Year) : ...../...../..... Sex: Male Female

Relationship to Applicant:  
.....

Profession/occupation: .....

Nationality and Immigration Status: .....

**10. Declaration:**

I declare that the information provided in this form is true and accurate.

Signature of the applicant (Sign below here) Date (Write below here)  
..... : ...../...../.....

**FOR OFFICIAL USE**

**Approving Authority:**

Officer Name: ..... Title: .....

Entry Type: Single  Multiple  Period of stay .....

Officer's Signature: ..... Date (Day/Month/Year):  
...../...../.....

Comments:  
.....  
.....

**Fees**

Amount: .....

Date of Receipt: ..... Receipt No: .....

Designated Officer's Name: ..... Title: .....

Signature and stamp .....

Visa Number: .....