



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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: SUDAN 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>	DRIVERS LICENSE:	<u>N/A</u>
COPY OF INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>
OTHER: <b>PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.</b>			
_____			
_____			

**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:	<u>\$154.00</u>
MONEY ORDER FEE:	<u>\$6.00</u>
OTHER FEES:	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00	AVERAGE PROCESSING TIME	<u>3-6 WEEKS</u>
2-DAY LETTER	\$23.50		
3-DAY LETTER	\$19.50	PREPARED BY:	_____
SATURDAY LETTER	\$41.50	TODAY'S DATE:	_____

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## SUDAN

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6-MONTH VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION MAY BE COPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY AND AIRLINE  
TICKETS OR A LETTER FROM TRAVEL AGENT STATING  
RESERVATIONS HAVE BEEN MADE AND THE ROUNDTRIP  
AIRLINES TICKET HAVE BEEN PURCHASED
- 5.) CONSULATE FEE: \$151.00

### BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (2x2)
- 3.) (1) ONE COMPLETED APPLICATION  
(APPLICATION MAY BE COPIED)
- 4.) A COMPANY LETTER OF GUARANTEE
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) A COPY OF INVITATION FROM YOUR SPONSOR IN SUDAN
- 7.) CONSULATE FEE: \$151.00

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 SUDAN IS  
DETERMINED ON AN INDIVIDUAL BASIS. IT NORMALLY TAKES  
3-6 WEEKS TO PROCESS THE VISA REQUEST. THIS  
PROCESSING TIME CAN BE SHORTENED IF YOU HAVE YOUR  
CONTACT IN SUDAN GO TO THE MINISTRY OF FOREIGN  
AFFAIRS AND HAVE THE VISA APPROVAL SENT DIRECT TO  
THE CONSULATE.

REVISED: 7-2-2009 (EL)



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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!**



Visa #: \_\_\_\_\_

Date: \_\_\_\_\_

## Application for Visa

Telephone (home): ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Telephone (work): ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Full Name: \_\_\_\_\_

Sex: M \_\_\_\_ F \_\_\_\_

Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_

Address in Sudan: \_\_\_\_\_

Destination(s) in Sudan: \_\_\_\_\_

Period of stay: \_\_\_\_\_

Purpose of visit: \_\_\_\_\_

Date of arrival in Sudan: \_\_\_\_\_

Passport number: \_\_\_\_\_

Place of issue: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Valid until: \_\_\_\_\_

**Names and complete addresses of 2 references in Sudan**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Duration of previous residence in Sudan and last address before leaving Sudan:**

\_\_\_\_\_

\_\_\_\_\_

**Name of country (other than Sudan) for which applicant holds a valid permit to enter:**

\_\_\_\_\_

**Names of children under sixteen (16) year accompanying the applicant:**

<b>Name:</b>	<b>Age:</b>	<b>Sex:</b>
_____	_____	M _____ F _____
_____	_____	M _____ F _____
_____	_____	M _____ F _____

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Place and Date



**For Official Use Only**

Approved by: \_\_\_\_\_

Receipt #:

Date Received: