



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: SUDAN TOURIST 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>
COVER LETTER:	<u>1</u>	DRIVERS LICENSE:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>
OTHER: PLEASE 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:	<u>\$151.00</u>
MONEY ORDER FEE:	<u>\$3.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>_____</u>

*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)



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:

Name:	Age:	Sex:
_____	_____	M _____ F _____
_____	_____	M _____ F _____
_____	_____	M _____ F _____

Signature of Applicant

Place and Date



For Official Use Only

Approved by: _____

Receipt #:

Date Received: