

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## SURINAME BUSINESS VISA

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1		

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>          \$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>          \$100.00</u>
MONEY ORDER:	<u>          \$6.00</u>
OTHER FEES: _____	_____
RETURN SHIPPING FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS

COMMENTS: THE EMBASSY/CONSULATES ADVISE THAT YOU SHOULD NOT PURCHASE  
NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA  
HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED 12-17-2018 JENN

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

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.***

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## **SURINAME BUSINESS VISA**

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED U.S. PASSPORT**
  - VALID FOR A MINIMUM OF 6 MONTHS FROM THE DATE OF INTENDED TRAVEL
  - HAVE AT LEAST 1 BLANK VISA PAGE
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)** – MUST BE LESS THAN SIX MONTHS OLD
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **COPY OF THE TRAVEL ITINERARY**
- 5.) **A COMPANY LETTER OF GUARANTEE**
- 6.) **CONSULATE FEE: \$100.00**

**VALIDITY:** VISAS ARE VALID FOR MULTIPLE ENTRIES UP TO 60 MONTHS FROM THE DAY THEY ARE ISSUED. YOU MAY STAY UP TO 90 DAYS PER ENTRY UP TO THE EXPIRATION DAY OF THE VISA.

REVISED 12-17-2018



12. Heeft U ooit eerder een aanvraag ingediend voor een Surinaams visum/Have you ever applied for a Suriname visa?

Nee/ No

Ja/ Yes

Waar/Where? .....

Wanneer/When? .....

Welk soort visum/What kind of visa? .....

Visum werd verleend?/ Visa was issued? .....

Visum werd geweigerd/Visa was denied? .....

13. Bent U eerder geweest in de Republiek Suriname/Have you ever been in the Republic of Suriname?

Nee/No

Ja/Yes

Wanneer/When? .....

Hoelang/How long? .....

Referent/Reference? .....

14. Wat is het doel van Uw reis/What is the purpose of your trip?

vakantie/vacation

transit/transit

zaken/business

studie/training \*1

arbeid/labour

orientatie/orientation

ziekte/overlijdensgeval  
in case of illness/death

gezinshereniging \*2  
familyreunion

\*1 mbt studie/training, dient U de nodige documenten over te leggen

incase of a study or training, you need to produce some documents

\*2 indien U voor gezinshereniging komt, in welke relatie staat U tot de persoon die reeds in Suriname is?

If you are coming for a familyreunion, please explain the relationship with the person in Suriname?

15. Voorgenomen duur van Uw verblijf/How long do you plan to stay?

Dag(en/ Day(s))

--	--	--

Ticket no. .... periode ticket ..... t/m .....

16. Wat zijn Uw middelen van bestaan gedurende Uw verblijf/

What will be your financial support during your stay? .....

17. Verblijfplaats en adres in de Republiek Suriname/ At what address(es) will you stay in the Republic of Suriname?

a. Naam/Name .....

b. Adres/Address .....

c. Telefoon no./ Telephone nr. ....

18. Welke referenties heeft U in de Republiek Suriname/ What reference do you have in the Republic of Suriname?

a. naam/name .....

b. adres/address .....

c. Telefoon no./Telephone no. ....

19. Bent U van plan tijdens Uw vakantie in Suriname landen in de regio te bezoeken/Are you planning to visit the region during your vacation in Suriname?

Nee/No

Ja/Yes

welke landen/which countries? .....

Heeft U een visum nodig/Do you need a visa? .....

20. Heeft U eerder vakantie daar doorgebracht? Have you ever been on vacation there?

Zo ja, welke plaatsen, waar, wanneer/If yes, where and when? .....

21. Reist U in gezelschap van Uw echtgeno(o)t(e) en/of Uw kinderen? Zo ja, vermeldt dan de na(a)m(en) en de geboortedat(a)um van deze laatsten/

Will you be accompanied by your spouse and/ or your children? If so, state their names and dates of birth

Naam/Name .....

Geb.datum/date of birth .....

