



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

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

SIGNATURE OF CARD HOLDER  
REQUIRED: \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
<u>LIST COUNTRIES</u>	<u>AND</u>	<u>CONSULATE FEES:</u>
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

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

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_





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## SURINAME

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A LETTER OF CONSENT BY PARENTS OR LEGAL GUARDIAN (FOR CHILDREN UNDER THE AGE OF 18 YEARS)
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) CONSULATE FEE: \$100.00

### BUSINESS VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (1) ONE COMPLETED APPLICATION
- 4.) A COPY OF YOUR 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: 04-03-2011 (KS)



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  gezinshereniging \*2  
in case of illness/death 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))

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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 .....

