



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

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

\_\_\_\_\_ - \$ \_\_\_\_\_  
\_\_\_\_\_ - \$ \_\_\_\_\_  
\_\_\_\_\_ - \$ \_\_\_\_\_

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.) PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 6.) CONSULATE FEE: \$ 45.00 - 2 MONTHS MULTIPLE ENTRY  
\$ 90.00 - 3 MONTHS MULTIPLE ENTRY  
\$135.00 - 6 MONTHS MULTIPLE ENTRY  
\$210.00 - 12 MONTHS MULTIPLE ENTRY

### BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) A COPY OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 7.) CONSULATE FEE: \$ 60.00 - 2 MONTHS MULTIPLE ENTRY  
\$360.00 - 24 MONTHS MULTIPLE ENTRY

VALIDITY: BE SURE TO LIST ON THE APPLICATION AND IN THE COVER LETTER WHAT TYPE OF VISA YOU ARE REQUESTING OR THE CONSULATE WILL ONLY ISSUE A SINGLE ENTRY.

REVISED: 04-03-2011 (KS)

Specializing in Visas, Passports, Document Legalization and Translations

## Visa Requirements

VISA REQUIREMENTS (SUBJECT TO CHANGE ANYTIME)

### Requirements:

- Valid Passport must be submitted  
Passport must be signed and valid for 6 months from the date of intended travel
- Copy of itinerary and/or round trip ticket
- One completed Application form
- Business Letter for business visa
- One (1) recent passport photo

- **For children below 18 years of age:**

The followings documents are required to support the visa application of a child to enter Suriname

1. Birth Certificate showing the names of both parents;
2. Photocopy of legal documents pertaining to custody, where, when, if applicable;
3. Legalized letter of consent:
  - a. If child is travelling with one parent, the letter of consent authorizing travel must be legalized by the other parent;
  - b. If child is travelling alone or without either parent, a notarized the letter of consent from both parents permitting travel;
4. Death Certificate, in case one or both parents are deceased.

### Application Forms:

The forms can be downloaded from the Embassy's website:

[www.surinameembassy.org](http://www.surinameembassy.org)

## VISA FEES

### US Passport Holders

Tourist Visa up to 5 (five) years Multiple Entries: **\$100.00**

Business Visa up to 5 (five) years Multiple Entries: **\$100.00**

Official/Service Visa - Gratis

Diplomatic Visa - Gratis

### NON-US PASSPORT HOLDERS FROM COUNTRIES FOR WHOM A VISA IS REQUIRED:

Effective Immediately

Tourist visa:

2 months (Multiple Entries) **US\$ 45.00**

3 months (Multiple Entries) **US\$ 90.00**

6 months (Multiple Entries) **US\$ 135.00**

12 months (Multiple Entries) **US\$ 210.00**

\*3 years (Multiple Entries) **US\$ 200.00**

\* This type of visa can only be issued to applicants who are foreigners of Surinamese origin.

Business Visa:

2 months (Multiple Entries) **US\$ 60.00**

24 months (Multiple Entries) **US\$ 360.00**

Diplomatic and Official Passport Holders - Gratis

**COUNTRIES THAT DO NOT NEED A VISA TO ENTER SURINAME:**

1. Antigua and Barbuda
2. Bahamas
3. Barbados
4. Belize
5. Brazil
6. Chile
7. Costa Rica for holders of diplomatic and official passports only
8. Colombia for holders of diplomatic and official passports only
9. Cuba for holders of diplomatic and official passports only
10. Dominica
11. Philippines
12. Gambia
13. Guyana
14. Grenada
15. Hong Kong
16. Israel
17. Jamaica
18. Japan
19. Malaysia
20. Monserrat
21. Netherlands Antilles
22. St. Kitts and Nevis
23. St. Lucia
24. St. Vincent and the Grenadines
25. Singapore
26. Trinidad and Tobago
27. Venezuela for holders of diplomatic and official passports only
28. South Korea



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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!**



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))

--	--	--

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 .....

