



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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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
(APPLICATION CAN BE COPIED)
- 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: \$30.00 - 60 DAY SINGLE ENTRY
\$60.00 - 90 DAY MULTIPLE ENTRY
\$90.00 - 6 MONTH MULTIPLE ENTRY
\$175.00 - 12 MONTH MULTIPLE ENTRY

BUSINESS VISA:

- 1.) PASSPORT (MINIMUM OF 6 MONTHS
REMAINING VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETED APPLICATIONS
(APPLICATION CAN BE COPIED)
- 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: \$45.00 - 30 DAY SINGLE ENTRY
\$90.00 - 60 DAY MULTIPLE ENTRY
\$270.00 - 6 MONTH MULTIPLE ENTRY
\$540.00 - 12 MONTH MULTIPLE ENTRY

RUSH PROCESS: THE CONSULATE CHARGES AN ADDITIONAL \$50.00 TO
ISSUE THE VISA IN LESS THEN 4 DAYS.

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

REVISED: 01-25-2008

Specializing in Visas, Passports, Document Legalization and Translations

Visa Requirements

VISA REQUIREMENTS (SUBJECT TO CHANGE ANYTIME)

Requirements:

- Valid Passport
Passport must be signed and valid for 6 months from the date of intended travel
- Photocopy of your valid return ticket (if you have one)
- One completed Application form
- Business Letter for business visa
- One (1) recent passport photo
- For children under 18 years, a letter of consent by parents or legal guardian

Visa Fee:

For other countries that visa is required (For Non-U.S. Passport Holders)

** Please see list below for countries that do not need a visa*

Tourist Visa:

- 2 months - US **\$30.00** (single)
- 3-4 months - US **\$60.00** (multiple)
- 6 months - US **\$90.00** (multiple)
- 12 months - US **\$175.00** (multiple)

Business Visa:

- 1 month US **\$45.00** (single)
- 2 months- US **\$90.00** (multiple)
- 6 months- US **\$270.00** (multiple)
- 12 months- US **\$540.00** (multiple)
- Diplomatic and Official Passport Holders - Gratis

COUNTRIES THAT DO NOT NEED A VISA TO ENTER SURINAME:

(If you carry a passport from a country not listed below then you will be required to have a visa)

1. Antigua and Barbuda
2. Bahamas
3. Barbados
4. Belize
5. Brazil
6. Chile
7. Costa Rica
8. Colombia for holders of diplomatic and official passports only
9. Cuba for holders of diplomatic and official passports only
10. Dominica
11. Ecuador
12. Philippines
13. Gambia
14. Guyana
15. Grenada
16. Hong Kong

17. Israel
18. Jamaica
19. Japan
20. Malaysia
21. Netherlands Antilles for regular passport holders only (diplomatic and official passports need visa)
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
29. Switzerland



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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 A(N) (POSITION) FOR (COMPANY NAME). MR./MRS.
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED
EXPLANATION OF TRIP) WITH (COMPANY TO VISIT).

MR./MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,
(EMPLOYEE), 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))

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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

