



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 Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN__



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SURINAME BUSINESS VISA *NON- U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
INT'L HEALTH CERTIFICATE:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
COMPANY LETTER:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: COPY OF PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL VALID USA VISA AND I-94 (VISIT www.cbp.gov/i94)(STUDENTS ORIGINAL VALIDATED I-20).

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

FEES PER PERSON:

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

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVIS ED: 1-13-2016* (JEN N)

Specializing in Visas, Passports, Document Legalization and Translations



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SURINAME

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) **PASSPORT** (MUST BE SIGNED, HAVE MINIMUM OF 6 MONTHS REMAINING VALIDITY AND HAVE AT LEAST 1 BLANK VISA PAGE)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 5.) **PROOF OF VALID U.S. STATUS:**
 (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - a. COPY OF THE USA GREEN CARD
 - b. THE ORIGINAL USA VISA AND I-94 (VISIT www.cbp.gov/i94)
- 6.) **ONE (1) COPY OF TRAVEL ITINERARY**

<u>CONSULATE FEES</u>	
LENGTH OF VALIDITY	FEE
TWO (2) MONTH MULTI-ENTRY	\$60.00
24 MONTH MULTIPLE ENTRY	\$360.00

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.

NOTE: TRAVELERS HOLDING THE FOLLOWING PASSPORTS WILL BE ABLE TO TRAVEL TO SURINAME WITHOUT OBTAINING A VISA IN ADVANCE:

<u>VISA EXEMPT COUNTRIES</u>			
ANTIGUA & BARBUDA	BAHAMAS	BARBADOS	BELIZE
BRAZIL	CHILE	COSTA RICA**	COLOMBIA**
CUBA**	DOMINICA	PHILIPPINES	GAMBIA
GUYANA	GRENADA	HONG KONG	ISRAEL
JAMAICA	JAPAN	MALAYSIA	MONTSERRAT
NETHERLANDS ANTILLES	ST KITTS & NEVIS	ST. LUCIA	ST VINCENT & GRENADINES
SINGAPORE	TRINIDAD & TOBAGO	VENEZUELA**	SOUTH KOREA

**DIPLOMATIC AND OFFICIAL PASSPORT HOLDER ONLY

REVISED: 5-4-2015 (JENN)



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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!



Republiek Suriname
Aanvraag voor visum

Republic of Suriname
Application for visa

Datum\Date No. Post.

GEBRUIK BLOKLETTERS - USE CAPITAL LETTERS

1. Naam/Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Voornamen/First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Overige namen/ (An)other given names (meisjes naam/maiden name)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Geboorte datum/Date of birth

--	--	--	--	--	--	--	--

5. Geboorte Plaats/ Place of Birth

6. Geslacht/Sex:

man/male vrouw/female

7. Burgerlijke staat/Marital Status:

gehuwd/married weduw(e)(naar)/widow(er) concubinaat/concubinage

ongehuwd/single gescheiden/divorced

Indien getrouwd, naam en nationaliteit van echtgeno(o)t(e):

.....
If married, name and nationality of spouse
.....

8. Nationaliteit/Nationality:

a. bij geboorte/at birth

.....

b. huidige/at present

.....

9. Adres (inclusief straat, huisnummer, tel.no., plaats)/ Address (including street, housenumber, tel.no., place)

10. Beroep of functie (nauwkeurig opgeven)/

Profession or occupation (please specify)

Naam werkgever/Name employer

Adres werkgever/Address employer

Telefoon werkgever/Telephone number employer

11. Reisdocument/Traveldocument:

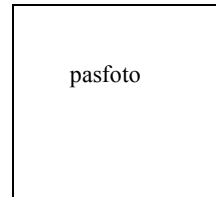
a. Paspoort nummer of reisdocument nummer

Passport number or traveldocument number

b. Land van uitgifte/Passport issued in (country)

c. Datum en plaats van afgifte/Date and place passport issued

d. Geldig tot/date passport expires:



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

