



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_____

Specializing in Visas, Passports, Document Legalization and Translations



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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: 1-14-2016* (JEN N)

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SURINAME

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST 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.) **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)
- 5.) **ONE (1) COPY OF TRAVEL ITINERARY**

<u>CONSULATE FEES</u>	
LENGTH OF VALIDITY	FEE
TWO (2) MONTH MULTI-ENTRY	\$45.00
THREE (3) MONTH MULTIPLE-ENTRY	\$90.00
SIX (6) MONTH MULTIPLE-ENTRY	\$135.00
12 MONTH 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.

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)

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

