

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

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

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	_____	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	_____	
MONEY ORDER:	_____	\$6.00
OTHER FEES: _____	_____	
ADD RETURN SHIPPING FEE:	_____	
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS

COMMENTS: THE EMBASSY/CONSULATES ADVISE THAT YOU SHOULD NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINES UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED 12-17-2018 JENN

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## SURINAME TOURIST VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT** –
  - MUST BE SIGNED
  - MUST HAVE MINIMUM OF 6 MONTHS REMAINING VALIDITY
  - HAVE AT LEAST 1 BLANK VISA PAGE
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)** – MUST BE LESS THAN 6 MONTHS OLD
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **PROOF OF VALID U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
  - COPY OF THE USA GREEN CARD
  - THE ORIGINAL USA VISA AND I-94 ([CLICK HERE](#) )
- 5.) **ONE (1) COPY OF TRAVEL ITINERARY**

<b>CONSULATE FEES</b>	
<b>LENGTH OF VALIDITY</b>	<b>FEE</b>
2 MONTH MULTIPLE ENTRY	\$45.00
12 MONTH MULTIPLE ENTRY	\$210.00
36 MONTH MULTIPLE ENTRY *	\$200.00

\*ONLY AVAILABLE TO FOREIGN APPLICANTS OF SURINAME ORIGIN

**VALIDITY:** BE SURE TO LIST ON THE APPLICATION AND IN THE COMPANY 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:

<b>VISA EXEMPT COUNTRIES</b>			
ANTIGUA & BARBUDA	ARGENTINA	ARUBA	BAHAMAS
BARBADOS	BELIZE	BONAIRE	BRAZIL
CHILE	CHINA(P.R.C.)**	COLOMBIA**	COSTA RICA**
CUBA **	DOMINICA	GAMBIA	GUYANA
GRENADA	HAITI**	HONG KONG	INDONESIA **
ISRAEL	JAMAICA	JAPAN	MALAYSIA
MONTERRAT	NETHERLANDS ANTILLES	PHILIPPINES	SABA
SOUTH KOREA	ST EUSTATIUS	ST. KITTS & NEVIS	ST. LUCIA
ST. MAARTEN	ST. VINCENT & THE GRENADINES	TRINIDAD & TOBAGO	URUGUAY**
VENEZUELA**			

\*\*DIPLOMATIC AND OFFICIAL PASSPORT HOLDER ONLY

REVISED 12-17-2018 JENN

*Specializing in Visas, Passports, Document Legalization and Translations*



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 .....

