



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

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

### TOURIST VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY WITH 2 SIDE BY SIDE BLANK VISA PAGES)
- 2.) (3) THREE PASSPORT TYPE-PHOTOGRAPHS (2x2)
- 3.) (3) THREE COMPLETED APPLICATIONS  
(APPLICATIONS CAN BE PHOTOCOPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) YOUR INTERNATIONAL HEALTH CERTIFICATE SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 6.) CONSULATE FEE: \$140.00

### BUSINESS VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY WITH 2 SIDE BY SIDE BLANK VISA PAGES)
- 2.) (3) THREE PASSPORT TYPE-PHOTOGRAPHS (2x2)
- 3.) (3) THREE COMPLETED APPLICATIONS  
(APPLICATIONS CAN BE PHOTOCOPIED)
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) YOUR INTERNATIONAL HEALTH CERTIFICATE SHOWING A CURRENT YELLOW FEVER IMMUNIZATION
- 7.) CONSULATE FEE: \$140.00

VALIDITY: THE TOURIST AND BUSINESS VISA IS USUALLY VALID FOR MULTIPLE ENTRIES FOR THREE (3) MONTHS FROM THE DATE THE VISA IS ISSUED.

REVISED: 7-20-2010 (EL)



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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!**

REPUBLIQUE TOGOLAISE

MINISTRE DE L'INTERIEUR

DEMANDE POUR UN VISA DE UN JOUR A DEUX ANS

VISA APPLICATION FORM

(A remplir très lisiblement en français) (Reply in French or English)

NOM (En capitales) NAME (In capitals)

Née (Nom de jeune fille) Maiden name

Prénoms (En minuscules) First and middle names

Né(e) le Date of birth à Place

Nationalité Nationality d'origine: at birth actuelle: at present

Situation de famille: Marital status Enfants, nombre: No. of children Ages Their ages Domicile habituel: Permanent address Résidence actuelle: (adresse exacte) Present address Profession: Occupation Situation militaire: Military status

Nature et durée du visa sollicité: Nature and duration of requested visa

TRANSIT à destination de TRANSIT (country of destination) avec arrêt de stopover for how many days? Durée de SEJOUR: STAY (how long do you wish to stay in Togo?)

Motifs détaillés du voyage: Detailed reasons for trip

Voyagez-vous seul ou avec les membres de votre famille? Are you traveling alone or with members of your family?

Si oui, indiquez leurs nom, prénoms et âges List their names in full and their ages.

Avez-vous déjà séjourné au Togo pendant plus de trois mois sans interruption? Have you ever stayed in Togo for more than three consecutive months?

Précisez à quelle date: What was the exact date

Indiquez avec précision les noms et les adresses (rue et no) des commerçants ou des industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires: If this is a business trip, list the names and addresses (street and No.) of businessmen and/or manufacturers you wish to meet.

S'il s'agit d'une participation à un congrès ou à une manifestation, indiquez l'organisateur, le lieu, la date et la durée: If you are participating in a conference or meeting, please indicate the name(s) of the sponsor, place, date, and duration.

Date approximative d'arrivée: Approximate date of arrival in Togo.

Lieu d'entrée: Port of entry in Togo.

Photographie, Passeport no, Carte d'identité, etc.

Attaches familiales au TOGO (adresses exactes, rue et n°) \_\_\_\_\_  
List any relatives you may have in Togo, giving names and addresses (street and No.)

Références au TOGO (adresses exactes, rue et n°) \_\_\_\_\_  
List your references in Togo, giving complete addresses.

Etes-vous déjà venu au TOGO (quand? et où?) \_\_\_\_\_  
Have you ever been to Togo? If so, when and where?

Indication précise du lieu d'entrée: \_\_\_\_\_  
What was your port of entry?

Indication de vos adresses exactes (rue et n°) au TOGO? pendant que vous y séjournez: \_\_\_\_\_  
Where did you reside? Give complete address.

Avez-vous l'intention d'exercer une activité lucrative au TOGO? Si oui, laquelle et où? \_\_\_\_\_  
Will you have a payable job during your stay in Togo? If so, give the employer's name and complete address.

Comptez-vous installer au TOGO un commerce ou une industrie? \_\_\_\_\_  
Are you planning to establish a commercial or industrial business in Togo?

Où comptez-vous vous rendre en sortant du TOGO? \_\_\_\_\_  
Where do you intend to go when you depart Togo?

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour au TOGO; à ne pas chercher à vous y installer définitivement et

A QUITTER LE TERRITOIRE A L'EXPIRATION DU VISA qui vous sera éventuellement accordé? \_\_\_\_\_  
Do you promise not to accept any wages or other form of remuneration in lieu of wages during your stay in Togo? \_\_\_\_\_ Do you promise not to settle permanently in Togo? \_\_\_\_\_ Do you promise to leave Togo at the expiration of your visa? \_\_\_\_\_

Ma signature engage ma responsabilité et m'expose, en sus de poursuites prévues par la loi en cas de FAUSSE déclaration à me voir REFUSER TOUT VISA A L'AVENIR.

I hereby declare that the foregoing statements are accurate and are made in good faith, and that I am aware of the consequences of making false statements herein, that I will be subject to legal reprisals and that all future entry to Togo will be denied me.

**DO NOT WRITE IN THIS SPACE**

Avis du Chef de Poste

Défavorable, sans objections,  
très favorable.

(Rayer la mention inutile)

**OBSERVATIONS**

Fait à \_\_\_\_\_ le \_\_\_\_\_ 19 \_\_\_\_  
Place Date

\_\_\_\_\_  
Signature du requérant  
Signature of applicant