

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: 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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UGANDA BUSINESS VISA

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
INVITATION:	1-COPY	YELLOW FEVER CERTIFICATE:	1-COPY
COMPANY LETTER:	1		

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$75.00

CONSULATE FEE: (SEE NEXT PAGE) _____

MONEY ORDER: \$6.00

SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS) _____

OTHER FEES: _____

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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 to 7 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED: 5-31-2018 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations

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UGANDA BUSINESS VISA

AS OF APRIL 1ST, 2018, TRAVELERS MAY APPLY FOR AN ELECTRONIC VISA (E-VISA) PRIOR TO VISITING UGANDA. TO APPLY FOR AN E-VISA, [CLICK HERE](#) FOR THE NECESSARY INSTRUCTIONS. IF YOU WOULD PREFER TO HAVE MANUALLY-PROCESSED VISA ISSUED INTO THE PASSPORT, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) COPY OF INVITATION
- 5.) COMPANY LETTER OF GUARANTEE
- 6.) COPY OF TRAVEL ITINERARY
- 7.) INTERNATIONAL HEALTH CERTIFICATE SHOWING YELLOW FEVER INOCULATION
- 8.) CONSULATE FEE:

NUMBER OF ENTRIES	LENGTH OF VALIDITY	REGULAR PROCESS CONSULATE FEE	RUSH PROCESS CONSULATE FEE
MULTIPLE	6 MONTHS	\$100.00	\$150.00

VALIDITY: BUSINESS VISAS ARE USUALLY ISSUED FOR UP TO SIX MONTHS. THE DURATION AND LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE BASIS.

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.



Passport
size photo
here.

UGANDA VISA APPLICATION FORM

The Permanent Mission of Uganda
336 East 45th
New York, NY 10017
Tel: +1(212)949-0110
Fax: +1(212)687-4517
Email: newyork.visa@mofa.co.ug ,
visa@ugandamissionunyny.net

This form must be fully completed in English using blue or black ink. Please attach one (1) passport size photograph.

Part 1 **General information**

Type of visa required: *Put a cross (x) in the relevant box.*

- Tourist Business Employment EAC Visa
Official Student Other

If other (Please Explain)

Validity of visa: *Put a cross (x) in the relevant box*

- Single Entry (3 months) Multiple Entry (6 Months) EAC (3 months multiple)

What is the purpose of your visit to Uganda?

How long will you stay in Uganda?

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Travel Dates:

What is your date of travel?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Which date will you leave Uganda?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Part 2

Personal Details

Given Names *(as shown in your passport)*

Family name *(as shown in your passport)*

Other names *(include all previous names used)*

Sex *(Put a cross (x) in the relevant box)*

Male

Female

**Current Occupation and
Employer's Contact address**

(Physical address, Phone and E-mail address)

Previous Occupation

(Physical address, Phone and E-mail address)

Marital Status *(Put a cross (x) in the relevant box)*

Single Married Divorced/Separated Widowed

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Place of Birth

Country of Birth

Nationality

Part 3**Contact Details**

Give your U.S residential address

(Physical address, Phone and E-mail address)

Details of contact person, OR Hotel address and telephone Number in Uganda.

*(Physical address, Phone and E-mail address)***Part 4****Passport Information****Type of Passport***(Put a cross (x) in the relevant box.)*
 Diplomatic Official Ordinary Travel document
Current Passport Number**Place of issue****Issuing Authority****Date of issue**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Expiry

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Part 5**Previous Applications**

Have you travelled to Uganda in the past 3 years?

Yes No *If 'Yes' please provide details in the box below.*

Date	
Destination	
Purpose	
Duration	

Part 5**Declaration**

The information I have given in this form is complete and true to the best of my knowledge and the attached photograph is a true likeness of me.

Signature

Date

--

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

PLEASE NOTE:

This process is not an automatic qualification to obtain a VISA. The consular office reserves the right to deny or issue the Visa after a thorough review of your submitted paperwork.

Part 7**Official Use Only**

Amount Paid (\$)		Money Order No.	
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Type of Visa issued

SINGLE (3 Months) MULTIPLE (6 Months) GRATIS DIPLOMATIC

VISA NUMBER	DATE OF ISSUE

Authorizing Officer									
Signature									
Date	<table border="1"> <tr> <td style="width: 20px; height: 30px; text-align: center;">D</td> <td style="width: 20px; height: 30px; text-align: center;">D</td> <td style="width: 20px; height: 30px; text-align: center;">M</td> <td style="width: 20px; height: 30px; text-align: center;">M</td> <td style="width: 20px; height: 30px; text-align: center;">Y</td> <td style="width: 20px; height: 30px; text-align: center;">Y</td> <td style="width: 20px; height: 30px; text-align: center;">Y</td> <td style="width: 20px; height: 30px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		