



VIP SERVICES

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: _____

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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VENEZUELA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) VALID PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH 4 AVAILABLE BLANK VISA PAGES)
- 2.) (2) TWO COLOR PASSPORT TYPE PHOTOGRAPHS (2x2)
(THE CONSULATE WILL NOT ACCEPT PHOTOS IF APPLICANT IS WEARING GLASSES)
- 3.) (1) ONE COMPLETED APPLICATION-TYPED
- 4.) A COPY OF THE ARTICLES OF INCORPORATION
- 5.) A COPY OF YOUR TRAVEL ITINERARY
- 6.) A COPY OF THE RESIDENT CARD (GREEN CARD) OR THE ORIGINAL I-94. THE CONSULATE WILL NOT ACCEPT THE APPLICATION IF YOU HAVE A B-1 OR A B-2 USA VISA. YOU WILL NEED TO APPLY IN YOUR HOME COUNTRY.
- 7.) A DETAILED LETTER OF GUARANTEE
PLEASE NOTE: IF TRAVELING BY CORPORATE JET,
PLEASE STATE SO IN THE COMPANY
LETTER OF GUARANTEE.
- 8.) A COPY OF THE INVITATION
- 9.) CONSULATE FEE: \$60.00

VALIDITY: BUSINESS VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES AND VALID FOR UP TO (1) ONE YEAR FROM THE ISSUE DATE. THE VALIDITY OF THE VISA IS ISSUED ON A CASE BY CASE AT THE SOLE DISCRETION OF THE VISA OFFICER. YOU MAY STAY UP TO (60) DAYS PER VISIT IN VENEZUELA. IF YOU ARE REQUESTING A 1 YEAR MULTIPLE ENTRY VISA - BE SURE THE COMPANY LETTER OF GAURANTEE REQUEST THAT ONE BE ISSUED.

REVISED: 5-27-2010 (EL/OC)



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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 NAME, CONTACT NAME, AND
CONTACT PHONE NUMBER 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!



**CONSULADO GENERAL DE LA REPUBLICA BOLIVARIANA DE VENEZUELA HOUSTON, TX
JURISDICCION: TEXAS, OKLAHOMA, KANSAS, NEW MEXICO**

SOLICITUD DE VISA / VISA APPLICATION

1. DATOS PERSONALES/PERSONAL INFORMATION

APELLIDOS <i>LAST NAME</i>				NOMBRES <i>FIRST NAME</i>			
NACIONALIDAD <i>NATIONALITY</i>				LUGAR Y FECHA DE NACIMIENTO <i>PLACE AND DATE OF BIRTH</i>			
ESTADO CIVIL <i>MARITAL STATUS</i>	CASADO <i>MARRIED</i>	SOLTERO <i>SINGLE</i>	DIVORCIADO <i>DIVORCED</i>	VIUDO <i>WIDOW</i>	OTRO <i>OTHER</i>	SEXO <i>GENDER</i> M () F ()	PHOTOS (2)
DIRECCION DE HABITACION <i>HOME ADDRESS</i>							
PROFESION <i>OCCUPATION</i>				TELEFONO <i>TELEPHONE</i> E-MAIL			
NUMERO DE IDENTIFICACION <i>SOCIAL SECURITY NUMBER</i>				DIRECCION Y TELEFONO DE OFICINA <i>BUSINESS ADDRESS AND PHONE</i>			
DIRECCION O TELEFONO EN CASO DE EMERGENCIA <i>ADDRESS OR PHONE IN CASE OF EMERGENCY</i>							

2. DATOS DEL PASAPORTE / PASSPORT INFORMATION

TIPO DE PASAPORTE* Y NUMERO <i>PASSPORT TYPE* AND NUMBER</i> ORDINARIO / <i>REGULAR</i> DIPLOMATICO / <i>DIPLOMATIC</i> OFICIAL / <i>OFFICIAL</i> OEA / <i>OAS</i> ONU / <i>UN</i>	LUGAR Y FECHA DE EXPEDICION <i>PLACE AND DATE OF ISSUE</i>
	FECHA DE VENCIMIENTO <i>DATE OF EXPIRATION</i>

3. DATOS SOBRE EL VIAJE / TRAVEL INFORMATION

TIPO DE VISA SOLICITADA	() Student () Industry () Business () Investor () Business Owner () Domestic Employment () Venezuelan Family () Worker () Religious () Tourism () Transit () Landlord-Retired () Non-Venezuelan Family.
TIPO DE VISA SOLICITADA	() Estudiante () Industrial () Negocios () Inversionista () Empresario () Empleado Doméstico () Familia Venezolana () Laboral () Religioso () Turismo () Tránsito () Rentista () Familia No-Venezolana
PROPOSITO DEL VIAJE <i>PURPOSE OF TRIP</i>	TIEMPO DE PERMANENCIA EN VENEZUELA <i>LENGTH OF STAY IN VENEZUELA:</i>
QUIEN ES RESPONSABLE ECONOMICAMENTE POR SU VIAJE? <i>WHO IS RESPONSIBLE FOR YOUR TRIP EXPENSES?</i>	AIRLINE & FLIGHT NUMBER: <i>LINEA AEREA Y NUMERO DE VUELO</i>
	ARRIVAL DATE: <i>FECHA DE ENTRADA</i>
	DEPARTURE DATE: <i>FECHA DE SALIDA</i>
NAME & ADDRESS OF THE PERSON/COMPANY TO BE CONTACTED IN VENEZUELA: <i>NOMBRE Y DIRECCION DE LA PERSONA/COMPAÑIA A CONTACTAR EN VENEZUELA</i>	NOMBRE Y DIRECCION DEL LUGAR DONDE PERMANECERA ALOJADO EN VENEZUELA <i>NAME & ADDRESS OF WHERE YOU WILL BE STAYING IN VENEZUELA :</i>

DATE/FECHA: _____

APPLICANT'S SIGNATURE/FIRMA DEL SOLICITANTE _____

SOLO PARA USO OFICIAL - FOR OFFICIAL USE ONLY			
REVISADO POR _____	AUTORIZADO POR _____		
TIPO VISA _____	VALIDEZ	1 AÑO ___ 6 MESES ___ 72 HORAS ___ OTRO ___	
FECHA _____	NO. DE AUTORIZACION _____		
NO. DE VISA _____	NO. DE ACTUACION _____		
NO. DE PLANILLA DE DERECHO CONSULAR _____			
OBSERVACIONES _____			
NOTA: LA APROBACION DE ESTA VISA ESTARA SUJETA AL CUMPLIMIENTO ESTRICTO DE LAS REGULACIONES VIGENTES NOTE: THIS VISA IS SUBJECT TO APROVAL UPON COMPLETION OF ALL THE VISA REGULATIONS			

Countries whose citizens may travel to Venezuela without visas

Do not require visas to travel to Venezuela as tourists, if their stay is to be of 90 days or less

Andorra	Liechtenstein
Antigua and Barbados	Lithuania
Argentina	Luxembourg
Australia	Malaysia
Austria	Malta
Barbados	Mexico
Belgium	Monaco
Belize	Netherlands
Brazil	Netherlands Antilles
Bulgaria	New Zealand
Canada	Norway
Chile	Panama
Ciprus	Paraguay
Costa Rica	Poland
Croatia	Portugal
Czech Republic	Romania
Denmark	San Marino
Dominica	Slovak Republic
Estonia	South Africa
Finland	South Korea
France	Spain
Germany	St. Kitts and Nevis
Greece	St. Lucia
Grenada	St. Marino
Guatemala	St. Vincent and the Grenadines
Hong Kong	Sweden
Hungary	Switzerland
Iceland	Trinidad and Tobago
Ireland	Turkey
Italy	United Kingdom
Jamaica	United States
Japan	Uruguay
Letonia	

Además de los países de la CAN:

- Bolivia
- Colombia
- Ecuador
- Perú



CONSULADO GENERAL DE LA REPUBLICA BOLIVARIANA DE VENEZUELA HOUSTON, TX
JURISDICCION: TEXAS, OKLAHOMA, KANSAS, NEW MEXICO

Visa Requirements

General Information:

The Consulate General of Venezuela in Houston, will process all visas applications submitted by residents of its jurisdiction: Texas, Oklahoma, Kansas and New Mexico. Residents of other jurisdictions should go to the appropriate Consulate.

General Requirements:

For the introduction of an application for any kind of visa the following is requested:

- A Passport that has at least 6 months of validity left at the time of your visa request
 - Two recent front view color photographs, 2 x 2 size.
 - Fill a Visa Application
 - Pay the applicable consular fees by means of a Money Order made to the name of the CONSULATE OF VENEZUELA (Tourist and Transit Visas U.S \$ 30; all other types of Visas U.S. \$ 60)
 - Fulfill the particular requirements for the pertinent type of visa
-

Business Visitor

Issued to non-immigrant traders, executives, representatives of enterprises or industries and micro entrepreneurs who enter the country to carry out activities and/or transactions related to trade, mercantile, financial or other lucrative activities in connection with their business.

Requirements:

- Visa application addressed to the Consulate General of Venezuela by the applicant himself or the enterprise responsible for the applicant's travel to Venezuela. The application shall indicate the purpose of the travel and the address of the enterprise or person to be contacted in Venezuela.
- Any of the following documents will be requested: mercantile or commercial registry number or a letter issued by the pertinent chamber or association of commerce or industry.
- If the applicant is the owner of the company or enterprise, he or she shall show documents that prove this condition.
- Resident Card or U.S. Visa (original and copy). (Not applicable to holders of US Tourist Visa).
- Police Record
- Travel Itinerary

Note: A work permit to do business in the country is granted for one (1) year with multiple entries. On each entry, the bearer of this visa may stay in the country for a period of up to one hundred and eighty (180) days. The stay in the country may not be extended beyond this period of time.

**CONSULATE GENERAL OF VENEZUELA
VISA DEPARTMENT**