



# 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: [info@vippassports.com](mailto: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\_\_



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## MALAWI BUSINESS VISA *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	COMPANY LETTER:	<u>1</u>
I.D. OF SPONSOR IN MALAWI:	<u>1-COPY</u>	RELEASE LETTER:	<u>N/A</u>
OTHER:	_____		
	_____		

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

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 - 7 DAYS

COMMENTS: CONSULATE IS CLOSED FOR SUBMISSIONS EVERY FRIDAY.

REVISED: 10-6-2015 (JENN)



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## MALAWI

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### **BUSINESS:**

- 1.) **ONE (1) PASSPORT** (*MUST HAVE AT LEAST 6 MONTHS OF REMAINING VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOS (2x2)**
- 3.) **TWO (2) COMPLETED APPLICATION FORMS**
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 5.) **ONE (1) COPY OF INVITATION FROM INVITING ORGANIZATION**
- 6.) **ONE (1) COPY OF I.D. FROM SPONSOR IN MALAWI**
- 7.) **COPY OF TRAVEL ITINERARY**
- 8.) **CONSULATE FEE:**

<b><u>NUMBER OF ENTRIES</u></b>	<b><u>LENGTH OF VALIDITY</u></b>	<b><u>CONSULATE FEE</u></b>
SINGLE	30 DAYS	\$100
MULTIPLE	6 MONTHS	\$220
MULTIPLE	12 MONTHS	\$300

**NOTE:** CONSULATE IS CLOSED FOR SUBMISSIONS ON FRIDAYS.

REVISED: 10-6-2015 ( JENN)

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



**REPUBLIC OF MALAWI**

**IMMIGRATION ACT**

**(CAP. 15:03)**

**(REGULATION 3 (6))**

**APPLICATION FORM FOR A VISA TO ENTER MALAWI**

*(To be completed in block capitals)*

SINGLE/MULTIPLE/TRANSIT VISA *(Delete as necessary)*

Name *(in full)* .....  
*(Surname in block capitals)*

Married or Single *(if married woman give maiden name)* .....

Address in the country of application .....

Address in the country of domicile *(if different from above)* .....

Date and Place of Birth .....

Sex ..... Profession .....

Passport Number ..... Date of issue .....

Place of issue ..... Date of expiry .....

Return Visa(s) to ..... Valid until.....

Nationality *(if stateless indicate original nationality prior to being stateless person)* .....

Date of arrival in country of application .....

From .....

Final destination .....

And address to which applicant is proceeding .....

Reasons in full for proposed visit. (Satisfactory evidence will be required for the object and purpose of the journey. Employees of firms or persons acting on behalf of firms must produce certificates from their employers as to the nature of business for which they are travelling):

Duration of proposed visit .....

Travelling by ..... Leaving on .....

Onward passage booked for .....

Means at applicant's disposal (evidence may be required) .....

.....

Dates of previous visits to .....

In what capacity .....

Previous address (es) in .....

.....

**PARTICULARS OF MINOR CHILDREN** who will accompany the applicant and are included in the applicant's passport.

Name	Place of birth	Date of birth
.....	.....	.....
.....	.....	.....
.....	.....	.....

**SUPPLEMENTARY INFORMATION**

**Name and Address of Sponsor**

I declare that the above particulars given by me are true in substance and fact.

Date .....

.....

Signature

**THIS SPACE TO LEFT BLANK FOR OFFICIAL USE**

Endorsement ..... Prepared by .....

Onward visa ..... Fee paid .....

Ref. No. .... Receipt No. .... and Date .....



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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!**