

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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LIBERIA BUSINESS VISA

NON-U.S. PASSPORT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) VALID PASSPORT

- MUST HAVE AT LEAST 1 BLANK VISA PAGE
- MUST BE VALID FOR A MINIMUM OF 6 MORE MONTHS

2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)

3.) TWO (2) COMPLETED APPLICATIONS

4.) COPY OF TRAVEL ITINERARY/AIRLINE TICKETS

5.) COMPANY LETTER OF GUARANTEE

6.) INTERNATIONAL HEALTH CERTIFICATE SHOWING CURRENT YELLOW FEVER IMMUNIZATION

7.) PROOF OF VALID U.S. STATUS: (PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF THE U.S. GREEN CARD
- ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)

8.) CONSULATE FEE:

VALIDITY	CONSULATE FEE (REGULAR PROCESS)	CONSULATE FEE (SAME-DAY PROCESSING)	CONSULATE FEE (LESS THAN 5-DAY PROCESSING)
UP TO 90 DAY (SINGLE ENTRY)	\$70.00	\$120.00	\$145.00
UP TO 1 YEAR (MULTI-ENTRY)	\$150.00	\$200.00	\$225.00
UP TO 2 YEAR (MULTI-ENTRY)	\$250.00	\$300.00	\$325.00

VALIDITY: SINGLE ENTRY VISAS ARE ISSUED FOR UP TO 90 DAYS FROM THE ISSUE DATE. MULTIPLE ENTRY VISAS ARE VALID FOR UP TO 2 YEARS. YOU MAY STAY IN THE COUNTRY NO LONGER THAN 90 DAYS PER VISIT. A MULTIPLE ENTRY VISA MAY BE REQUESTED BUT ISSUED SOLELY AT THE DISCRETION OF THE VISA OFFICER.

REVISED 10-30-2018 JENN



Consulate General of Liberia in New York
228 East 45th Street, Suite 602
New York, New York 10017

Application for Visa

Photo

Office use only
Visa No.: _____
Date of Visa: _____
Expiration Date: _____
Fees: \$ _____
M/Order No. _____
D/C # _____
Receipt No: _____

Last Name _____ First Name _____ Middle Initial _____ Title _____

Former Name (if any) _____ E-mail Address _____

Gender: Male Female Marital Status: Single Married Divorced Widowed Height _____

Present Address _____

City _____ State _____ Zip Code _____ Country _____ Phone # _____

Permanent Address (if different) _____

Date of Birth _____
(Month) (Day) (Year)

Place of Birth _____
(City/Town) (Country)

Nationality or Citizenship _____ Former Nationality (if any) _____

Passport No. _____ Place of Issuance _____

Date of Issuance _____ Date of Expiration _____

Professional Occupation _____

Name of Employer _____

Business Address _____

Business Telephone No. _____

Have You Visited or Lived in Liberia before? _____ If yes, list the date of last visit or stay _____



Consulate General of Liberia in New York
228 East 45th Street, Suite 602
New York, New York 10017

Application for Visa (page 2)

Visa Type (U.S. Citizen): (check one) Single: 1-3 months (\$ 160) Multiple: 1 year (\$ 160)

Visa Type (Non U.S. Citizen) (check one): Single: 1-3 months (\$70) Multiple: 1 year (\$150)
Multiple: 2 years (\$ 250) Multiple: 3 years (\$350)

- Same day processing (additional \$75.00)
- Next day or less than 5 days processing (additional \$50.00)

Note: Applicants outside the United States need to purchase Money Order from an American-affiliated Bank.

Purpose of journey to Liberia (check one): Visitors/Tourism Business/Employment
Official Diplomatic Other _____

Date of Entry _____ Traveling by (check one) Air Sea

Intended length of stay in Liberia _____ Days Weeks Months Years

Contact information of two (2) references/copy of hotel reservation in Liberia (if applicable)

1. Last Name _____ First Name _____ Middle Initial _____
Address _____ Contact No. _____
E-mail Address: _____

2. Last Name _____ First Name _____ Middle initial _____
Address _____ Contact No. _____
E-mail Address: _____

For Minor: Will this applicant be accompanied by an adult? _____

If yes, please fill in the following; If no please circle

Last Name _____ First Name _____ Middle Initial _____

Relationship to Applicant _____ Age _____ Gender Male ___ Female ___

Contact No.: _____ E-mail Address: _____

I hereby certify and declare that each of the above particulars stated by me is true to the best of my knowledge and ability and that I would be prosecuted for perjury if found guilty of false information. Any misleading information given will disqualify me from obtaining a visa.

The Consulate reserves the right to request additional information in the processing of this application.

Signature of Applicant Date _____

Signature of person filling in form (if not same as applicant) Date _____

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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.