

# 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: [vipinfo@vippassports.com](mailto: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

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## SIERRA LEONE TOURIST VISA NON-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
INT'L HEALTH CERTIFICATE:	1-COPY		

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER FEE:	\$6.00
** <input type="checkbox"/> 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 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<b>4 TO 7 DAYS</b>
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 4 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVISED 1-10-2020 JENN

# 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: [vip\\_info@vippassports.com](mailto:vip_info@vippassports.com)



## SIERRA LEONE TOURIST VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **PASSPORT** (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **ONE (1) COPY OF TRAVEL ITINERARY** SHOWING ROUND-TRIP TICKETS HAVE BEEN PURCHASED
- 5.) **ONE (1) INTERNATIONAL HEALTH CERTIFICATE** SHOWING VACCINATION FOR YELLOW FEVER
- 6.) **\* PROOF OF LEGAL U.S. STATUS:** (PLEASE SUBMIT **ONE** OF THE FOLLOWING)
  - COPY OF THE FRONT AND BACK OF U.S. GREEN CARD
  - THE ORIGINAL U.S. VISA AND I-94 (VISIT [www.cbp.gov/i94](http://www.cbp.gov/i94))

*\* THE CONSULATE WILL PROCESS THE APPLICATION IF APPLICANT DOES NOT HAVE A U.S. GREEN CARD OR A U.S. VISA BUT EXPECT THE PROCESS TO TAKE AN EXTRA COUPLE OF DAYS TO BE COMPLETED*

<u>NATIONALITY</u>	<u>CONSULATE FEES</u>	<u>CONSULATE FEES</u>
	<u>SINGLE (6 MONTH)</u>	<u>MULTIPLE (1 YEAR)</u>
<b>CANADIAN PASSPORTS</b>	\$75.00	\$150.00
<b>BRITISH PASSPORT HOLDERS</b>	\$229.00	\$523.00
<b>OTHERS</b>	\$40.00	\$80.00
<b>**Additional rush consulate fees</b>	\$50.00	\$50.00

**\* RUSH PROCESSING:** THE EMBASSY WILL ISSUE THE VISA IN LESS THAN 4 DAYS WHEN PAYING A \$50.00 RUSH FEE IN ADDITION TO THE OTHER STANDARD CONSULATE FEE.

**VALIDITY:** VISAS ARE USUALLY ISSUED ALLOWING THE TRAVELER TO STAY UP TO (3) THREE MONTHS IN SIERRA LEONE.

REVISED 1-10-2020 JENN



## VISA APPLICATION FORM

VISA APPLICATION FOR OTHER NATIONALS (SIX MONTHS  ONE YEAR )

THREE YEARS VISA FOR AMERICAN PASSPORTS ONLY

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

SEX: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

***HOME ADDRESS:***

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS (Required) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ OCCUPATION: \_\_\_\_\_

(Date)

(Month in Words) (Year)

(Required)

Place of Birth: TOWN \_\_\_\_\_ COUNTRY \_\_\_\_\_

**PARTICULARS OF PASSPORT:**

Passport Number: \_\_\_\_\_ Date of Issue: \_\_/\_\_/\_\_\_\_ Date of Expiry: \_\_/\_\_/\_\_\_\_

Country of Issue: \_\_\_\_\_ Passport Type: \_\_\_\_\_

Nationality: \_\_\_\_\_

PURPOSE OF VISIT: \_\_\_\_\_

PROPOSED DATE OF ARRIVAL: \_\_/\_\_/\_\_\_\_ DURATION OF STAY: \_\_\_\_\_

NAME OF REFERREE IN SIERRA LEONE: \_\_\_\_\_ AND PHONE No. \_\_\_\_\_

PROPOSED ADDRESS: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Approving Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Fee: \_\_\_\_\_ VISA No. \_\_\_\_\_ General Receipt No. \_\_\_\_\_