

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



*****ATTENTION*****

**ALL ANGOLA VISA APPLICANTS MUST APPEAR IN PERSON
WHEN SUBMITTING DOCUMENTS FOR A VISA, WITHOUT
EXCEPTION.**

PLEASE **FAX OR EMAIL** A COPY OF ALL OF YOUR DOCUMENTS TO
OUR OFFICE TO REVIEW BEFORE SENDING YOUR ORIGINALS TO
OUR OFFICE. VIP RECOMMENDS THAT YOU **DO NOT PURCHASE**
ANY AIRFARE FOR TRAVEL TO HOUSTON BEFORE MAKING
CONTACT WITH A VIP AGENT.

WHEN COORDINATING YOUR APPEARANCE AT THE CONSULATE
WITH VIP, PLEASE BE SURE TO HAVE ALL ORIGINAL DOCUMENTS
AT OUR OFFICE NO LESS THAN ONE BUSINESS DAY BEFORE YOUR
REQUESTED APPEARANCE DATE.

**PLEASE BE SURE THAT YOUR CONSULATE APPEARANCE FORM (SEE
PAGE 9) IS COMPLETED IN ITS ENTIRETY TO AVOID ANY DELAYS IN
PROCESSING.**

THANKS,

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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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ANGOLA ORDINARY/BUSINESS 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-TYPED
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	INT'L HEALTH CERTIFICATE:	1-COPY
INVITATION:	1 COPY	DATA FORM:	1

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)	\$100.00
MONEY ORDER FEE:	\$6.00
AIRPORT PICKUP/DELIVERY (\$75.00/EACH)	_____
HOTEL PICKUP/DELIVERY (\$55.00 EACH)	_____
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:	4 TO 7 DAYS
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COMMENTS: IF YOU ARE REQUESTING TO BE PICKED UP FROM EITHER IAH AIRPORT OR HOTEL IN THE VICINITY, BE SURE TO COMPLETE YOUR CONSULATE APPEARANCE DATA FORM WITH ALL OF THE NECESSARY PICKUP DETAILS.

REVISED 11-1-2019 JENN

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ANGOLA-ORDINARY/BUSINESS VISA

NON-U.S. PASSPORT HOLDERS

IF YOU WILL BE TRAVELING TO ANGOLA FOR THE SOLE PURPOSE OF BUSINESS MEETINGS AND/OR DISCUSSIONS AND WILL NOT BE PARTICIPATING IN ANY REMUNERATED ACTIVITY, THEN PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1.) **ONE (1) SIGNED PASSPORT**

- MUST HAVE SIX (6) MONTHS OF REMAINING VALIDITY
- MUST HAVE THREE (3) CONSECUTIVE BLANK VISA PAGES

2.) **ONE (1) PASSPORT-TYPE PHOTO GRAPH (2x2", COLOR, WHITE BACKGROUND)**

- MUST BE WEARING BUTTONED-UP COLLARED SHIRT
- NO NECK SKIN SHOWING
- NO COMPANY LOGOS OR EMBLEMS DISPLAYED

3.) **ONE (1) COMPLETE APPLICATION, TYPED**

4.) **ONE (1) COPY OF THE FLIGHT ITINERARY**

5.) **ONE (1) COPY OF THE OFFICIAL INVITATION**

- MUST BE PRINTED IN COLOR
- MUST BE CLEARLY PRINTED
- PLEASE BE SURE THAT THE INVITATION IS REQUESTING THE CONSULATE ISSUE THE ORDINARY VISA VALID FOR THIRTY (30) DAYS OR TWO (2) YEARS
- PLEASE BE SURE THAT THE CONTACT IN ANGOLA SENDS A COPY OF THE INVITATION VIA FAX (713-212-3841) TO THE VISA SECTION OF THE CONSULATE ATTENTION TO "VISA OFFICER"
- MUST BEAR THE SEAL AND SIGNATURE OF THE MINISTRY OF EXTERNAL RELATIONS (OIL/GAS, WATER, ENERGY, ETC.)- IF THE COMPANY THAT HAS INVITED YOU IS IN AN OIL FIELD RELATED INDUSTRY THEN THE INVITATION MUST HAVE THE SEAL FROM MINPET OR THE CONSULATE WILL NOT ACCEPT THE APPLICATION -IF THE SEAL OF THE MINISTRY IS NOT PRESENT, PLEASE ALSO SUBMIT THE FOLLOWING ITEMS:

- D.A.R. TAX FORM
- "ALVARA" (COMPANY CHARTER CERTIFICATE)
- "DIARIO DE REPUBLICA" SHOWING THE COMPANY ISSUING YOUR INVITATION
- CLEAR COPY OF THE ANGOLAN I.D. OF THE PERSON WHO SIGNED THE INVITATION

6.) **ONE (1) COMPANY LETTER OR GUARANTEE**

7.) **ONE (1) COPY OF THE INTERNATIONAL HEALTH CERTIFICATE**

- MUST REFLECT INOCULATION FOR YELLOW FEVER
- PRINTED IN COLOR

CONTINUED →

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS

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

- **ONE (1) CLEAR COPY OF YOUR U.S. RESIDENT CARD**
- **ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>):**
 - **MUST HAVE AT LEAST 6 MONTHS REMAINING VALIDITY**
 - **IF YOU HAVE A U.S. VISA, YOU MUST BE IN THE U.S. ON A WORKING-CLASS VISA. EXCEPTIONS WILL BE MADE FOR APPLICANT'S HOLDING A COLOMBIA, GUATEMALA, VENEZUELA OR TRINIDAD & TOBAGO PASSPORT.**

9.) ONE (1) COMPLETED CONSULATE APPEARANCE CUSTOMER DATA FORM

10.) CONSULATE FEE: \$100.00

NOTE: APPLICANTS HOLDING PASSPORTS FROM EITHER MEXICO OR CANADA **WITHOUT** U.S. STATUS CAN APPLY FOR THEIR VISA THROUGH THE WASHINGTON, D.C. EMBASSY WITHOUT MAKING A PERSONAL APPEARANCE AS A RESULT OF THE EMBASSIES CLOSING IN THOSE COUNTRIES. APPLICANT'S FROM THESE COUNTRIES THAT **DO** HOLD U.S. STATUS WILL STILL BE REQUIRED TO APPLY IN PERSON AT THEIR EMBASSY OR CONSULATE.

VALIDITY: THE VISAS VALIDITY RANGES FROM A THIRTY (30) DAY SINGLE ENTRY TO A TWO (2) YEAR MULTIPLE-ENTRY. THE DURATION OF STAY AND THE LENGTH OF VALIDITY IS DETERMINED BY THE VISA OFFICER ON AN INDIVIDUAL BASIS. WHEN ISSUED A SINGLE ENTRY VISA VALID FOR (30) DAYS YOU MUST ENTER ANGOLA WITHIN (60) DAYS FROM THE DATE THE VISA WAS ISSUED. WHEN ISSUED A MULTIPLE ENTRY VISA YOU CAN ENTER AND STAY UP TO (30) DAYS PER ENTRY UP UNTIL THE EXPIRATION DAY OF THE VISA.

SPECIAL NOTE: THE CONSULATE IN HOUSTON WILL ONLY ACCEPT APPLICATIONS ON MONDAYS AND WEDNESDAYS. APPLICATIONS SUBMITTED ON MONDAYS TYPICALLY ARE RELEASED ON FRIDAYS. IF YOUR APPLICATION IS SUBMITTED ON A WEDNESDAY, THE VISA COULD POSSIBLY WILL EITHER BE ISSUED FRIDAY OR MONDAY, AT THE CONSULATE'S DISCRETION. IF YOU WILL BE TRAVELING TO ANGOLA FOR WORK/LABOR, YOU WILL NEED TO REQUEST AN STV VISA, TYPE "VCD" (SEE OTHER SET OF INSTRUCTIONS).

REVISED 11-1-2019 JENN

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS

CONSULATE APPEARANCE CUSTOMER DATA FORM

APPLICANT NAME: _____

APPLICANT CELL PHONE NUMBER: _____

PASSPORT NUMBER: _____

PASSPORT ISSUE DATE: _____

PASSPORT EXPIRATION DATE: _____

TYPE OF ANGOLA VISA REQUESTED: _____

DATE OF DEPARTURE FROM U.S.: _____

DATE OF ENTRY INTO ANGOLA: _____

HOW WILL YOU BE GETTING TO THE CONSULATE: (PLEASE SELECT ONE)

- MEET VIP COURIER AT CONSULATE ON THE MORNING OF MY APPOINTMENT
(COURIER WILL CALL YOU 30 MINUTES PRIOR TO ARRIVING AT CONSULATE TO ARRANGE MEET-UP)
- MEET AT VIP OFFICE TO ACCOMPANY VIP COURIER ON MORNING OF MY APPOINTMENT
(PLEASE ARRIVE NO LATER THAN 8:00AM ON THE DAY OF YOUR APPOINTMENT)
- VIP WILL PICK ME UP FROM MY HOTEL, TAKE ME TO THE CONSULATE FOR MY APPOINTMENT
HOTEL NAME: _____
HOTEL ADDRESS/PHONE: _____
CHECK IN DATE: _____
- VIP WILL PICK ME UP DIRECTLY FROM THE AIRPORT, TAKE ME TO THE CONSULATE FOR MY APPOINTMENT
AIRPORT OF ARRIVAL: _____
DATE OF ARRIVAL: _____
TIME OF ARRIVAL: _____
TERMINAL OF ARRIVAL (IF AVAILABLE): _____

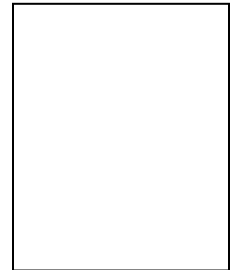
(*IMPORTANT: FAILURE TO COMPLETE THIS FORM MAY CAUSE A DELAY IN THE PROCESS OF YOUR VISA***)**



Republic of Angola
Consulate General of the Republic of Angola
Houston, Texas
U.S.A.

3040 Post Oak Blvd., Suite 780
Houston, Texas 77056

Tel: 713-212-3840
Fax: 713-212-3841



VISA REQUEST

TRANSIT

SHORT-STAY

TOURIST

ORDINARY

Name: _____

Marital Status:

Gender:

D.O. Birth: _____

Place of Birth: _____

Country of Birth: _____

Nationality of origin: _____

Current Nationality: _____

Passport # _____

Issued in: _____ on: _____ Expiration date: _____

Profession: _____

Current Occupation: _____

Employer/Workplace: _____

Street Address: _____ City/State: _____ Zip: _____

Fax: _____ Email address: _____ Phone: _____

Father's name: _____ Father's nationality: _____

Mother's name: _____ Mother's nationality: _____

Place of lodging in Angola: _____

City _____ Street address: _____ House# _____

Name of Person or Company who will be responsible for your stay: _____

Province: _____ Municipality: _____ Suburb: _____

Street address: _____ House# _____

Date of entry in Angola: _____ Frontier point entered: _____

Minors endorsed in your passport who will benefit from the visa		
1. Name: _____	Born on _____	Relationship: _____
2. Name: _____	Born on _____	Relationship: _____
3. Name: _____	Born on _____	Relationship: _____

Name of Person or Entity requesting the visa: _____

TO BE COMPLETED BY THE APPLICANT OF THE TRANSIT VISA

Country of Destination: _____

Date of Arrival in Angola: _____

Carrier you will be travelling on out of Angola: _____

Do you have a: Entry visa or Residency permit for the country of destination?

Number: _____ Valid until _____

TO BE COMPLETED BY THE APPLICANT OF THE TOURIST VISA

Name of Person or Company to contact in Angola: _____

Purpose of visit: Leisure
 Sports Event
 Cultural

Activities to be performed: _____

Start date: _____ End date: _____

Date of entry in Angola: _____ Frontier point entered: _____

TO BE COMPLETED BY THE APPLICANT OF THE SHORT-STAY VISA

Name of Person or Company to contact in Angola: _____

Reason for requesting a visa: _____

Full address in Angola: _____

Date of entry in Angola: _____ Frontier/Point of entry: _____

Date of departure from Angola: _____

ADDITIONAL INFORMATION	YES	NO
- Did you ever travel to Angola before?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever granted a residence permit card?	<input type="checkbox"/>	<input type="checkbox"/>
- Did you ever obtain a work visa?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever denied entry into Angola?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever expelled from Angola?	<input type="checkbox"/>	<input type="checkbox"/>
Date _____	_____	
	SIGNATURE OF APPLICANT	

FOR OFFICIAL USE ONLY

Opinion of the Head of the Consular Mission: _____

Head of Consular Mission

Date _____

LEGIBLE SIGNATURE

TOURIST VISA

- A tourist visa must be used within 60 (sixty) days of being issued. It is valid for one or two entries and allows applicant to remain in the country for a period of up to 30 (thirty) days. This visa can be renewed once for the same period of time.
- The Government may establish and update, unilaterally or by mutual agreement, a list of countries whose citizens are exempt from getting entry visas for stays shorter than 90 (ninety) days.
- The tourist visa does not allow its holder to establish residence in national territory nor to take part in any remunerated activity.

#2, 3 and 4, Article 44, Law #2/07, August 31

TRANSIT VISA

- A transit visa must be used within 60 (sixty) days of being issued. It allows applicant to remain in the country for a period of up to 5 days, is valid for one or two entries and cannot be renewed.
- This visa can be exceptionally granted at the frontier point to the foreign traveler who is travelling but interrupts his/her trip due to the mandatory stops required by the carrier concerning transporting the individual.

#2 and 3, Article 43, Law #2/07, August 31

SHORT-STAY VISA

- A short-stay visa must be used within 72 (seventy-two) hours of being issued, and it allows the foreign citizen to remain in national territory up to 7 (seven) days and it is renewable for an equal number of days.
- The short-term visa does not require previous authorization from the Foreigners and Migration Services, granting of the visa is authorization enough.
- The short-stay visa does not allow its holder to establish residence in national territory nor to take part in any remunerated activity.

#2, 3 and 54, Article 45, Law #2/07, August 31

ORDINARY VISA

- The ordinary visa must be used within 60 (sixty) days of being issued. It allows its holder to remain in the country for a period of up to 30 (thirty) days and can be renewed twice for the same period of time.
- The ordinary visa does not allow its holder to establish residence in national territory nor take part in any remunerated activity.

#2, 3 and 5, Article 46, Law #2/07, August 31

Reset Form

Print Form

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

CONSULATE OF ANGOLA HOUSTON
3040 POST OAK BOULEVARD
SUITE 780
HOUSTON, TX 77056

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'S NAME)** THE APPROPRIATE ORDINARY BUSINESS VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

SUPERVISOR'S NAME
SUPERVISOR'S TITLE/JOB POSITION

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!