

# 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

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## MOZAMBIQUE 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):	2-COLOR	TRAVEL ITINERARY:	1-COPY
INVITATION (WHEN INVITED):	1-COPY	HOTEL CONFIRMATION:	1-COPY
LETTER OF INTENT:	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)	_____
MONEY ORDER:	\$6.00
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 7 DAY PROCESS)	_____
OTHER FEES: _____	_____
ADD RETURN SHIPPING FEE:	_____
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	_____

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:	7 TO 10 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 7 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

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

REVISED 4-22-2019 JENN

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## MOZAMBIQUE TOURIST VISA

NON-U.S. PASSPORT

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED PASSPORT**

- MUST HAVE AT LEAST (1) ONE BLANK VISA PAGE
- MUST BE VALID FOR A MINIMUM OF SIX (6) MONTHS

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

3.) **ONE (1) COMPLETED APPLICATION**

4.) **LETTER OF INVITATION** (*WHEN APPLICABLE*)

- IF INVITER IS A NON-MOZAMBIQUE CITIZEN, PLEASE BE SURE TO INCLUDE A COPY OF THE "DIRE" AS PROOF OF RESIDENCE.

5.) **LETTER OF INTENT**

6.) **COPY OF TRAVEL ITINERARY**

7.) **HOTEL CONFIRMATION** (*IF YOU HAVE NOT BEEN INVITED*)

8.) **CONSULATE FEE:**

NUMBER OF ENTRIES	CONSULATE FEE (REGULAR)	CONSULATE FEE (RUSH)
SINGLE ENTRY	\$160.00	\$220.00
90-DAY MULTI-ENTRY	\$180.00	\$250.00
180-DAY MULTI-ENTRY	\$210.00	\$290.00

**VALIDITY:** SINGLE ENTRY VISAS ARE TO BE USED WITHIN (60) SIXTY DAYS FROM DAY THE VISA IS ISSUED AND YOU MAY STAY UP TO (30) THIRTY DAYS IN MOZAMBIQUE. MULTIPLE ENTRY VISAS ARE VALID FOR UP TO (6) SIX MONTHS FROM THE DAY THE VISA IS ISSUED AND YOU CAN STAY A TOTAL OF (15) FIFTEEN DAYS ON EACH ENTRY INTO MOZAMBIQUE. BOTH THE INGLE ENTRY AND THE MULTIPLE ENTRY VISAS CAN BE EXTENDED WHILE IN MOZAMBIQUE (*MUST BE DONE BEFORE THEY EXPIRE*).

REVISED 4-22-2019 JENN

The general principle is that if you are not a Mozambican citizen, you **MUST** have a visa to enter Mozambique. However, citizens of the following countries **DO NOT** need visa:

1. Botswana
2. Malawi
3. Mauritius
4. South Africa
5. Swaziland
6. Zambia
7. Zimbabwe, unless the purpose to enter Mozambique is to **study, work or reside** in the country.

Citizens of Angola, Brasil, Cabo Verde, Guiné-Bissau, Portugal e S.Tomé e Príncipe, holders of an official or diplomatic passport **DO NOT** require a visa to enter Mozambique.

#### General requirements

- Submit an original passport, valid for at least 6 months from the date of entry into Mozambique and with at least 1 blank page for a visa. Amendment pages are excluded
- Citizens other than from the United States of America and Canada, but living in these countries, must submit a copy of their permanent residence status
- Fill the visa application form properly. It is very important that you provide all the information required, including the name and address of your place of stay in Mozambique. **Please be advised that lack of information may result in delay or even denial of your application.** [Print the visa application form.](#)
- Submit two passport size photographs (passport photos must be in color and against a white background)
- Payments must be only by money order in US dollars, and payable to the Embassy of Mozambique.
- Invitations by organizations operating in Mozambique must include a copy of their legal status issued by the Mozambican authorities.
- Invitations by non-citizens living in Mozambique must include a copy of "DIRE" as proof of residence.
- Persons under the age of 18 must attach a parental travel consent letter and their birth certificate to the visa application form.
- The processing time for all kinds of visa is 10 to 15 working for normal processing and 3 to 4 working days for urgent processing.
- If the applicant has been in a Yellow Fever endemic country, the applicant must bring a Yellow Fever Certificate.

**NOTE. A VISA MUST BE OBTAINED PRIOR TO THE TRIP AT THE CONSULAR SERVICES AS A VISA CAN NO LONGER BE ISSUED UPON ARRIVAL AT ANY OF MOZAMBIQUE'S ENTRANCE POINTS. SHOULD YOU REQUIRE A BORDER VISA YOU MUST REQUIRE PRIOR AUTHORIZATION FROM **Direcção Nacional de Migração.****

Types of visa and specific requirements

**Business visa:** When the purpose of entry is business related, a letter from applicant's company or from the inviting company in Mozambique is required

**Visit visa:** A letter of the inviting party in Mozambique is required

**Tourism visa:** A copy of the flight itinerary and a copy of the hotel reservation are required

**Residence visa:** A copy of the work contract (in Mozambique) and a copy of a police clearance (from the place of residence of the applicant) are required

**Student visa:** A letter from the applicant's school is required

**Transit visa:** A visa for the final destination is required, unless this is the applicant's country of origin or residence.

**Diplomatic and Official visas:** For government officials as well as World Bank and International Monetary Fund staff, when on official business.

Visas can be Single, Double or Multiple.

**Single entry visa:** Allows to enter the country one time only, for 30, 60, or 90 days.

**Double entry visa:** Allows to enter the country two times.

**Multiple entry visa:** Allows to enter the country several times, for up to 30 days each time.

Notice:

**The visa must be used within sixty (60) days from the issuance dates.**

**Visa Fees With Effect on August 1st 2015:**

- **Single entry Visa (30, 60, 90 days Visa)**

Normal (10 – 15 days): **\$160 USD**

Urgent (Less than 10 days): **\$220 USD**

- **Multiple Entry Visa: (90 days Visa)**

Normal (10 – 15 days): **\$180 USD**

Urgent (Less than 10 days): **\$250 USD**

- **Multiple Entry Visa: (180 days Visa):**

Normal (10 – 15 days): **\$210 USD**

Urgent (Less than 10 days): **\$290 USD**

**Please note that visa fees are non-refundable.**

<b>PEDIDO DE ENTRADA EM MOCAMBIQUE</b> REQUEST FOR ENTRY VISA TO MOZAMBIQUE			RECIBO Nº		
<b>PREENCHER COM LETRA LEGIVEL</b> TO BE FILLED IN LEGIBLE LETTERS		<b>RESERVADO AOS SERVICOS:</b> FOR OFFICIAL USE:		<b>VISTO Nº</b>	
UMA ENTRADA Single entry <input type="checkbox"/>				DATA DE EMISSAO ...../...../.....	
DUPLAS ENTRADAS Double entry <input type="checkbox"/>				VALIDADE ...../...../.....	
MULTIPLAS ENTRADAS Multiple entries <input type="checkbox"/>					
APELIDO Surname			NOME COMPLETO Full name		
NOME DE SOLTEIRA Maiden name			PAIS E LOCAL DE NASCIMENTO Country and place of birth		
DATA DE NASCIMENTO Date of birth		SEXO Sex	ESTADO CIVIL Marital status		NACIONALIDADE Nationality
PASSAPORTE Nº Passport Nº	DATA DE EMISSAO Date of issue ...../...../.....		Validade Validity ...../...../.....		NACIONALIDADE DO P.te P.te nationality
PROFISSAO/OCUPACAO Profession/Occupation			CARGO QUE OCUPA Position you hold		
INSTITUICAO, ORGANIZACAO OU EMPRESA ONDE TRABALHA Institution, organization or firm you work					
ENDERECO DA RESIDENCIA PERMANENTE Address of the permanent residence					
ESTEVE ALGUMA VEZ EM MOCAMBIQUE ? Have you ever before been in Mozambique ?		SIM Yes	<input type="checkbox"/>	NAO No	<input type="checkbox"/>
JA FOI RESIDENTE EM MOCAMBIQUE ? Have you ever been a resident in Mozambique ?		SIM Yes	<input type="checkbox"/>	NAO No	<input type="checkbox"/>
PORQUE SAIU DE MOCAMBIQUE ? Why did you leave Mozambique ?		DATA DE SAIDA Date of exit } ...../...../.....			
INDIQUE AS INSTUICOES E EMPRESAS A QUE ESTEVE LIGADO Mention the institutions and firms to which you were attached					
<b>O PREENCHIMENTO INCORRECTO OU INCOMPLETO IMPLICA RESPOSTA TARDIA, DEVOLUCAO OU INDEFERIMENTO</b> INCOMPLETE OR INCORRECT FILLING IN OF THIS FORM MAY RESULT IN DELAY DEVOLUTION OR REJECTION					

**DETALHE OS MOTIVOS DA ENTRADA EM MOCAMBIQUE**

In detail give reasons for your entry in Mozambique

<b>TEMPO DE ESTADA EM MOCAMBIQUE</b> Length of stay in Mozambique	<b>DATA DE ENTRADA</b> Date of entry ...../...../.....	<b>DATA DE SAIDA</b> Date of exit ...../...../.....
<b>FRONTEIRA DE ENTRADA</b> Entry border	<b>FRONTEIRA DE SAIDA</b> Exit border	

**ENDERECO DA HOSPEDAGEM EM MOCAMBIQUE – Address of residence in Mozambique**

<b>PROVINCIA</b> Province	<b>DISTRITO</b> District	<b>CIDADE</b> City	<b>AVENIDA/RUA</b> Avenue/street	<b>CASA Nº</b> House Nº
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**FAMILIARES/AMIGOS RESIDENTES EM MOCAMBIQUE – Relatives, friends living in Mozambique**

<b>NOME COMPLETO</b> Full name	<b>NACIONALIDADE</b> Nationality	<b>PARENTESCO</b> Relationship	<b>ENDERECO</b> Address

**RESERVADO AOS SELOS  
 Reserved for stamps**

**DATA**  
 Date } ...../...../.....

.....  
**ASSUNATURA DO REQUENTE OU DA ENTIDADE SOLICITANTE**  
 Signature of applicant or of the applying entity

**ASSINATURA RECONHECIDA POR SEMELHANCA A EXISTENTE NO .....**  
**Nº .....** EMITIDO A ...../...../..... **EM .....**

<b>RESERVADO AOS SERVICOS</b> For official use	<b>DATA DE RECEPCAO</b> ...../...../.....
..... <b>ASSINATURA DO FUNCIONARIO</b>	<b>DATA DE ENTREGA</b> ...../...../.....