

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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SIERRA LEONE 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
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY
INT'L HEALTH CERTIFICATE:	1-COPY	INVITATION LETTER:	1-COPY
COMPANY LETTER:	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 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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	4 TO 7 DAYS
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

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SIERRA LEONE BUSINESS VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) PASSPORT – MINIMUM OF 12 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) COMPANY LETTER OF GUARANTEE
- 6.) ONE (1) INTERNATIONAL HEALTH CERTIFICATE SHOWING VACCINATION FOR YELLOW FEVER
- 7.) COPY OF THE INVITATION FROM SPONSOR IN SIERRA LEONE
- 8.) * 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)

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

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS



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. _____

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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.