



# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472

Website: [www.vippassports.com](http://www.vippassports.com)

Email: [info@vippassports.com](mailto:info@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 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

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

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, Apostilles, Document Legalizations, and Translations



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## EQUATORIAL GUINEA VISA

U.S. PASSPORT HOLDER

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

### PROCESSING FEES (PER APPLICANT)

|                                                                  |                             |
|------------------------------------------------------------------|-----------------------------|
| VIP SERVICE FEE: (REGULAR PROCESS)                               | <u>\$150.00</u>             |
| CONSULATE FEE: (SEE NEXT PAGE)                                   | <u>                    </u> |
| MONEY ORDER:                                                     | <u>\$6.00</u>               |
| <input type="checkbox"/> SPECIAL HANDLING FEE: (4-6 DAY PROCESS) | <u>                    </u> |
| OTHER FEES: _____                                                | <u>                    </u> |
| RETURN SHIPPING FEE: (SEE * BELOW)                               | <u>                    </u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE)                               | <u>                    </u> |

| FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)            |         |
|-----------------------------------------------------------|---------|
| <input type="checkbox"/> PRIORITY OVERNIGHT               | \$45.00 |
| <input type="checkbox"/> 2-DAY                            | \$37.50 |
| <input type="checkbox"/> 3-DAY                            | \$27.50 |
| <input type="checkbox"/> SATURDAY                         | \$75.00 |
| <input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT - CALL |         |
| <input type="checkbox"/> LOCAL DELIVERY - CALL            |         |

REGULAR  
PROCESS TIME: **7 TO 10 DAYS**

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN 4-6 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).

\*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES. ALL SHIPPING FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

COMMENTS: THERE WILL BE AN ADDITIONAL \$90.00 FEDEX (TO/FROM) FEE IF  
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 6-9-2025 (EL)

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## EQUATORIAL GUINEA ENTRY VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

1.) VALID SIGNED PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY
- TRAVEL DOCUMENTS ARE NOT ACCEPTED BY EMBASSY/CONSULATE

2.) TWO (2) COMPLETED VISA APPLICATIONS – [CLICK HERE](#)

3.) ONE (1) RECENT PASSPORT TYPE PHOTOS – this will need to be uploaded to the above online visa application.

4.) COPY OF HOTEL CONFIRMATION

5.) COPY OF TRAVEL ITINERARY

6.) COPY OF IMMUNIZATION BOOKLET

7.) COPY OF INVITATION LETTER – MUST BE ISSUED BY THE E.G. GOVERNMENT, PRIVATE COMPANY, OR INDIVIDUAL

8.) COMPANY LETTER OF GUARANTEE (*BUSINESS VISITS ONLY*)

9.) COPY OF MOST RECENT BANK STATEMENT SHOWING MINIMUM BALANCE OF \$1,000 (*TOURIST VISITS ONLY*)

10.) POLICE CLEARANCE LETTER – MUST BE ISSUED WITHIN 3 MONTHS OF SUBMISSION

11.) CONSULATE FEES:                      \$200.00 – SINGLE ENTRY, REGULAR PROCESS  
                                                         \$250.00 – SINGLE ENTRY, RUSH PROCESS

**VALIDITY:** THE CONSULATE WILL TYPICALLY ISSUE A SINGLE ENTRY VISA. THE VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE-BY-CASE SITUATION. THE CONSULATE RECOMMENDS THAT THE APPLICANT SHOULD NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA IS ISSUED AND THE PASSPORT IS IN-HAND.

**NOTE:** TRAVELER MUST ENTER WITHIN 60 DAYS FROM THE DATE OF ISSUANCE.

**REVISED:** 6-10-2025 (EL)



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## **EXAMPLE OF A COMPANY LETTER OF GUARANTEE**

**DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!**

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.***