

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





WORK ORDER REQUEST FORM

TRAVELER INFO:					DON'T FORGET
TRAVELER NAME					
TRAVELER DATE OF BIRTH					TO EMAIL YOUR
DATE OF U.S. DEPARTURE					DOCUMENTS TO OUR OFFICE FOR OUR
DATE PASSPORT IS 1	NEEDE	D			COMPLIMENTARY
VIP FILE LOCATOR 1	NUMBE	ER			PASSPORT/VISA
					PRE-CHECK!
BILLING INFORMA	10IT <i>P</i>	1 🔲 (0	CHECK BOX IF SA	ME AS SHIPPING)	
CONTACT & COMPANY I	NAME				
ADDRESS (STREET, CITY, STATE, ZIP)					
PHONE NUMBER					
CELL NUMBER					
EMAIL					
P.O. OR BILLING REF#:					
RETURN SHIPPING	INFC	DRMA	ATION \square (che	ECK BOX TO WAIVE S	IGNATURE)
CONTACT & COMPANY NAME					
ADDRESS (STREET, CITY, STATE, ZIP)					
PHONE NUMBER					
CELL NUMBER					
EMAIL					
METHOD OF PAYMENT					
☐ CREDIT CARD	CARD	NUMBE	R	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER				AUTH. AMO	UNT \$
□ MONEY ORDER □ CA		SHIER'S CHECK	☐ COMPA	☐ COMPANY CHECK	
SPECIAL INSTRUCT	ions: _				



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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)	\$150.00		
CONSULATE FEE: (SEE NEXT PAGE)			
MONEY ORDER:	\$6.00		
☐ SPECIAL HANDLING FEE: (4-6 DAY PROCESS)			
OTHER FEES:			
RETURN SHIPPING FEE: (SEE * BELOW)			
TOTAL: (NO PERSONAL CHECKS PLEASE)			

REGULAR

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)					
	PRIORITY OVERNIGHT	\$45.00			
	2-DAY	\$37.50			
	3-DAY	\$27.50			
	SATURDAY	\$75.00			
	1 ST OVERNIGHT - CALL				
	LOCAL DELIVERY - CALL				

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	S DAYS FROM THE DAY
THAT WE SUBMIT Y	OUR APPLICATION
(\$50.00 SPECIAL H	ANDLING).

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

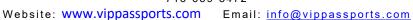
COMMENTS: THERE WILL BE AN ADDITIONAL \$90.00 FEDEX (TO/FROM) FEE IF

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.) <u>COPY OF INVITATION LETTER MUST BE ISSUED BY THE E.G. GOVERNMENT, PRIVATE COMPANY, OR INDIVIDUAL</u>
- 8.) COMPANY LETTER OF GUARANTEE (BUSINESS VISITS ONLY)
- **9.)** COPY OF MOST RECENT BANK STATEMENT SHOWING MINIUM BALANCE OF \$1,000 (TOURIST VISITS ONLY)
- **10.) POLICE CLEARANCE LETTER** MUST BE ISSUED WITHIN 3 MONTHS OF SUBMISSION
- **11.)** <u>CONSULATE FEES</u>: <u>\$200.00</u> SINGLE ENTRY, REGULAR PROCESS **\$250.00** – SINGLE ENGRY, RUSH PROCESS

<u>VALIDITY</u>: 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 (<u>POSITION</u>) FOR (<u>COMPANY NAME</u>). 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.