



VIP PASSPORT SERVICES, INC.

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

Website: www.vippassports.com

Email: 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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MOZAMBIQUE WORK/RESIDENT 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>\$225.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
☐ SPECIAL HANDLING FEE: (5 TO 9 DAY RUSH 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)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY	\$95.00
☐ 1 ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY - CALL	

REGULAR
PROCESS TIME: 10 TO 15 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED ON A 5 TO 9 DAY RUSH PROCESS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION AND THE PRE-APPROVAL HAS BEEN RECEIVED FROM IMMIGRATION IN MOZAMBIQUE (\$100.00 SPECIAL HANDLING).

THE REVIEW PROCESS THAT IS HANDLED BY THE EMBASSY WILL TAKE 1-2 WEEKS.

THE PRE-APPROVAL USUALLY TAKES 1-2 WEEKS.

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

COMMENTS: THERE WILL BE AN ADDITIONAL \$125.00 FEDEX (TO/FROM)
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

FEE IF _____

REVISED: 8-21-2025 (EL)

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MOZAMBIQUE WORK/RESIDENCE VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) SIGNED U.S. PASSPORT

- MUST HAVE AT LEAST 2 BLANK VISA PAGES
- MUST HAVE A REMAINING VALIDITY OF AT LEAST 6 MONTHS

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

3.) ONE (1) COMPLETED APPLICATION

4.) COMPANY LETTER OF GUARANTEE (IF AVAILABLE)

5.) WORK CONTRACT FROM THE COMPANY IN MOZAMBIQUE (COPY)

6.) ALVARA - BUSINESS PERMIT (COPY)

7.) COPY OF THE MOZAMBIKAN ID OF THE EMPLOYER

8.) CLEAN BILL OF HEALTH (3 MONTHS VALIDITY)

9.) LETTER FROM THE MINISTRY OF LABOR IN MOZAMBIQUE (COPY)

10.) YELLOW FEVER VACCINATION CARD – ONLY REQUIRED IF YOU HAVE BEEN TO A YELLOW FEVER ENDEMIC COUNTRY.

11.) LEGALIZED POLICE CLEARANCE LETTER (3 MONTHS VALIDITY) - THIS IS A 3-4 STEP PROCESS AND WE CAN HELP WITH THIS PROCESS, PLEASE CONTACT OUR OFFICE TO GET THE INSTRUCTIONS. THE TRAVELER WILL NEED TO CARRY THE ORIGINAL WITH THEM TO SUBMIT TO THE IMMIGRATION OFFICE WHEN REQUESTING THE WORK/RESIDENT PERMIT IN MOZAMBIQUE (MUST BE AUTHENTICATED BY THE STATE DEPARTMENT AND RECOGNIZED BY THE EMBASSY OF MOZAMBIQUE)

12.) COPY OF THE TRAVEL ITINERARY

13.) COPY OF HOTEL RESERVATION

CONTINUED...



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**14.) CONSULATE LEGALIZATION FEES: \$180.00 (10 TO 15 DAY PROCESS)
\$250.00 (5 TO 9 DAY PROCESS)**

15.) CONSULATE VISA FEES:

**\$220.00 30 DAY SINGLE ENTRY (REGULAR PROCESS)
\$280.00 30 DAY SINGLE ENTRY (RUSH PROCESS)
\$240.00 90 DAY MULTIPLE ENTRY (REGULAR PROCESS)
\$310.00 90 DAY MULTIPLE ENTRY (RUSH PROCESS)**

VALIDITY: WHEN REQUESTING A RESIDENCE/WORK VISA, THE CONSULATE WILL ISSUE A SINGLE ENTRY VISA. ONCE THE VISA HAS BEEN ISSUED THE APPLICANT WILL NEED TO ARRIVE IN COUNTRY WITHIN (60) SIXTY DAYS. THE APPLICANT WILL HAVE 30 DAYS FROM THE DAY THEY ARRIVE IN MOZAMBIQUE TO APPROACH THE IMMIGRATION OFFICE AND REQUEST THE RESIDENCE PERMIT (D.I.R.E.) TO BE ISSUED.

REVISED: 6-12-2025 (EL)

PEDIDO DE ENTRADA EM MOCAMBIQUE REQUEST FOR ENTRY VISA TO MOZAMBIQUE		RECIBO Nº	
PREENCHER COM LETRA LEGIVEL TO BE FILLED IN LEGIBLE LETTERS		RESERVADO AOS SERVICOS: FOR OFFICIAL USE:	
UMA ENTRADA Single entry ☐		VISTO Nº	
DUPLAS ENTRADAS Double entry ☐		DATA DE EMISSAO/...../.....	
MULTIPLAS ENTRADAS Multiple entries ☐		VALIDADE/...../.....	
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 ☐	NAO No ☐
JA FOI RESIDENTE EM MOCAMBIQUE ? Have you ever been a resident in Mozambique ?		SIM Yes ☐	NAO No ☐
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			
O PREENCHIMENTO INCORRECTO OU INCOMPLETO IMPLICA RESPOSTA TARDIA, DEVOLUCAO OU INDEFERIMENTO INCOMPLETE OR INCORRECT FILLING IN OF THIS FORM MAY RESULT IN DELAY DEVOLUTION OR REJECTION			

DETALHE OS MOTIVOS DA ENTRADA EM MOCAMBIQUE <u>In detail</u> give reasons for your entry in Mozambique				
TEMPO DE ESTADA EM MOCAMBIQUE Length of stay in Mozambique		DATA DE ENTRADA Date of entry/...../.....	DATA DE SAIDA Date of exit/...../.....	
FRONTEIRA DE ENTRADA Entry border		FRONTEIRA DE SAIDA Exit border		
ENDERECO DA HOSPEDAGEM EM MOCAMBIQUE – Address of residence in Mozambique				
PROVINCIA Province	DISTRITO District	CIDADE City	AVENIDA/RUA Avenue/street	CASA Nº House Nº
FAMILIARES/AMIGOS RESIDENTES EM MOCAMBIQUE – Relatives, friends living in Mozambique				
NOME COMPLETO Full name	NACIONALIDADE Nationality	PARENTESCO Relationship	ENDERECO Address	
RESERVADO AOS SELOS Reserved for stamps				
DATA Date }/...../.....				
ASSINATURA 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				
RESERVADO AOS SERVICOS For official use			DATA DE RECEPCAO/...../.....	
..... ASSINATURA DO FUNCIONARIO			DATA DE ENTREGA/...../.....	



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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.***