



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:

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

P.O. OR BILLING REF#:

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED E-VISA IS TO BE
EMAILED, IF DIFFERENT FROM THE ONE LIST ABOVE:

EMAIL ADDRESS

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: _____



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BENIN E-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
OTHER FEES: _____	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED EVISA.

REGULAR PROCESS TIME:	3 TO 5 DAYS

COMMENTS:

REVISED: 9-9-2025 (EL)



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BENIN E-VISA

U.S. PASSPORT HOLDER

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COPY OF VALID PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY

2.) ONE (1) COMPLETED REQUEST FORM

3.) COPY OF TRAVEL ITINERARY

4.) CONSULATE FEES: *(SEE SPECIAL NOTE BELOW)*

LENGTH OF VALIDITY	CONSULATE FEE
30-DAY SINGLE ENTRY	\$56.78
30-DAY MULTIPLE ENTRY	\$85.17
90-DAY MULTIPLE ENTRY	\$113.56

VALIDITY: CLIENTS ARE ADVISED TO APPLY AT LEAST SEVEN (7) DAYS PRIOR TO THEIR DEPARTURE DATE. HOWEVER, APPLICANTS CANNOT APPLY MORE THAN 90 DAYS FROM THEIR INTENDED DATE OF TRAVEL. E-VISAS ARE VALID UP TO 90 DAYS WITH SINGLE OR MULTIPLE ENTRIES, FROM DATE OF ISSUE.

SPECIAL NOTES:

- CONSULATE FEE IS BASED ON CURRENT U.S. DOLLAR EXCHANGE RATE, SO ACTUAL PRICE MAY VARY WITHOUT NOTICE.
- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com)) OR BY SHIPPING TO OUR OFFICE.
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

REVISED: 9-9-2025 (EL)

BENIN E-VISA REQUEST FORM

SURNAME.....

GIVEN NAME.....

GENDER

DATE OF BIRTH.....

PLACE OF BIRTH.....

COUNTRY OF BIRTH.....

COUNTRY OF NATIONALITY.....

OTHER COUNTRY OF NATIONALITY (if applicable)

PROFESSION.....

COUNTRY OF RESIDENCE.....

.....

STREET ADDRESS CITY/ STATE

ZIP CODE COUNTRY

EMAIL ADDRESS PHONE NUMBER

MARITAL STATUS

PRIMARY PURPOSE OF VISIT TO BENIN

APPLICANTS SIGNATURE **DATE**

Revised: 9-9-2025