



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: _____



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UGANDA E-VISA *U.S. PASSPORT HOLDERS*

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: 2-5-2024 (EL)



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UGANDA E-VISA (BUSINESS OR TOURIST) 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 APPLICATION FORM

3.) ONE COLOR PASSPORT-TYPE PHOTO

- MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND
- CAN BE EMAILED TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS

4.) COMPANY LETTER OF GUARANTEE (BUSINESS VISIT ONLY)

5.) HOTEL CONFIRMATION OR A LETTER FROM THE INVITER IN UGANDA - (WHEN REQUESTING A MULTIPLE ENTRY TOURIST VISA ONLY)

6.) COPY OF PREVIOUS ENTRY AND EXIT STAMPS IF TRAVELED TO UGANDA WITHIN THE LAST 12 MONTHS - (BUSINESS VISIT or WHEN REQUESTING A MULTIPLE ENTRY TOURIST VISA ONLY)

7.) POLICE CLEARANCE LETTER (BUSINESS VISIT or WHEN REQUESTING A MULTIPLE ENTRY TOURIST VISA ONLY)

8.) COPY OF INTERNATIONAL HEALTH CERTIFICATE SHOWING VACCINATION FOR YELLOW FEVER

9.) COPIES OF LETTERS OF RECOMMENDATION FROM TWO (2) REFEREES IN UGANDA (BUSINESS VISITS or WHEN REQUESTING A MULTIPLE ENTRY TOURIST VISA ONLY)

10.) COPY OF LETTER OF INTENT STATING REASON FOR MULTIPLE ENTRY REQUESTS (BUSINESS VISIT or WHEN REQUESTING A MULTIPLE ENTRY TOURIST VISA ONLY)

11.) COPY OF TRAVEL ITINERARY

- MUST SHOW PORTS OF ENTRY INTO AND EXIT FROM UGANDA

CONTINUED...



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12.) CONSULATE FEES:

TYPE OF VISA	LENGTH OF VALIDITY	CONSULATE FEE
TOURIST (SINGLE ENTRY)	TOURIST VISAS VALID FOR EXACT DATES REQUESTED ON APPLICATION	\$50.00
BUSINESS (MULTI ENTRY)	6 MONTHS	\$100.00
	12 MONTHS	\$100.00
	24 MONTHS	\$150.00

VALIDITY: THE FINAL DECISION AS TO THE LENGTH OF VALIDITY AND THE NUMBER ENTRIES IS MADE BY THE EMBASSY/CONSULATE ON A CASE-BY-CASE BASIS.

NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com)) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- IF YOU DO NOT QUALIFY FOR AN E-VISA (I.E. – REASON FOR TRAVEL IS FOR SOMETHING OTHER THAN BUSINESS OR TOURISM), PLEASE CONTACT OUR OFFICE FOR ADDITIONAL/ALTERNATE INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.
- DUE TO INTERNATIONAL EXCHANGE RATES, CONSULATE FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SPECIAL NOTE: IF YOU ARE TRAVELING TO UGANDA, KENYA, AND RWANDA IN THE SAME TRIP, YOU WILL NEED TO APPLY FOR AEAST AFRICA VISA ([CLICK HERE](#)).

REVISED: 9-9-2025 (EL)

UGANDA EVISA REQUEST FORM

SINGLE ENTRY, OR

MULTIPLE ENTRY

FULL NAME (AS LISTED IN PASSPORT)	
DATE OF BIRTH	
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
NATIONALITY	
PREVIOUS NATIONALITY	
NATIONALITY AT BIRTH	
HOME ADDRESS (STREET, CITY, STATE, ZIP)	
HOME PHONE NUMBER	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
IMMIGRATION STATUS IN COUNTRY OF RESIDENCE?	
MARITAL STATUS	
IF MARRIED, FULL NAME OF SPOUSE	
PRIMARY PURPOSE OF TRAVEL	
DATE OF ENTRY INTO UGANDA	
PORT OF ENTRY INTO UGANDA	
DATE OF EXIT FROM UGANDA	

PORT OF EXIT FROM UGANDA	
FULL ADDRESS IN UGANDA	
HAVE YOU PREVIOUSLY VISITED UGANDA?	
IF YES, DATES OF ENTRY/EXIT FOR MOST RECENT VISIT	
INVITER OR CONTACT IN UGANDA?	
RELATIONSHIP TO INVITER?	
HAVE YOU EVER BEEN DENIED A VISA?	
HAVE YOU EVER BEEN DEPORTED?	
HAVE EVER BEEN CONVICTED IN ANY COUNTRY?	
ARE THERE ANY CRIMINAL PROCEEDINGS AGAINST YOU?	
ARE YOU SUFFERING FROM ANY INFECTIOUS OR MENTAL ILLNESS?	
DURATION OF STAY REQUESTED	DAYS
PLEASE LIST ALL COUNTRIES YOU HAVE VISITED IN THE LAST 5 YEARS	

APPLICANT SIGNATURE DATE

REVISED: 9-9-2025 (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.***