



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

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____



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KENYA 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)	<u>\$150.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 7 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

THE COMPLETED Evisa WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON THE 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: 7 TO 12 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE Evisa ISSUED IN LESS THAN 7 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).

COMMENTS: PLEASE DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE Evisa HAS BEEN APPROVED AND IN YOUR HANDS.

REVISED: 3-19-2025 (EL)



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KENYA (E-VISA)

IF YOU WILL BE TRAVELING TO KENYA FOR BUSINESS OR TOURISM FOR LESS THAN 90 DAYS, YOU CAN APPLY FOR A SINGLE-ENTRY OR MULTIPLE-ENTRY E-VISA PRIOR TO TRAVEL. PLEASE SEND THE FOLLOWING DOCUMENTS:

E-VISA:

1.) ONE (1) COPY OF U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)

- COPY OF THE INFORMATIONAL PAGES &
- COPY OF THE FRONT AND BACK COVER OF THE PASSPORT

2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)

- IF EMAILING DOCUMENTS, PLEASE BE SURE PHOTO IS IN .JPEG FORMAT

3.) ONE (1) COMPLETED APPLICATION (SEE BELOW)

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

5.) COPY OF INVITATION (BUSINESS REQUEST ONLY)

6.) COPY OF THE PERSONS ID WHO SIGNED THE INVITE (BUSINESS REQUEST ONLY)

7.) US COMPANY REGISTRATION CERTIFICATE (BUSINESS REQUEST ONLY)

8.) COPY OF HOTEL CONFIRMATION

9.) COPY OF ANY PAST VISAS FROM THE PAST YEAR

10.) COPY OF PILOT/CREW BADGE – (PILOTS & CREW MEMBERS ONLY)

11.) COPY OF TRAVEL ITINERARY

12.) CONSULATE FEE: \$ 56.00 – SINGLE ENTRY (REGULAR PROCESS)

\$155.00 – SINGLE ENTRY (RUSH PROCESS)

\$210.00 – MULTIPLE ENTRY (REGULAR PROCESS)

\$310.00 – MULTIPLE ENTRY (RUSH PROCESS)

ALL CONSULATE FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE AND ARE NON-REFUNDABLE.

CONTINUED...



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INSTRUCTIONS: TO SUBMIT YOUR REQUEST FOR AN ELECTRONIC VISA, PLEASE EITHER EMAIL A COPY OF ALL REQUIRED DOCUMENTS TO OUR OFFICE, OR SEND THE COPIES WITH YOUR ORIGINAL PHOTO TO THE ADDRESS LISTED ABOVE. IF EMAILING THE COPIES FOR PROCESSING (SEND TO INFO@VIPPASSPORTS.COM), PLEASE BE SURE TO CALL OUR OFFICE ONCE THE DOCUMENTS HAVE BEEN SENT TO ENSURE THE REQUEST HAS BEEN RECEIVED. ONCE THE VISA HAS BEEN SUBMITTED AND APPROVED, WE WILL EMAIL THE E-VISA TO THE EMAIL ADDRESS PROVIDED

VALIDITY: THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF KENYA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH KENYA LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS. MOST ARE VALID FOR STAYS OF 90 DAYS.

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: 2-4-2026 (EL)

APPLICATION FOR KENYA E-VISA

SINGLE ENTRY

OR

MULTIPLE ENTRY

PERSONAL PARTICULARS

- 1.) SURNAME(S):
- 2.) GIVEN NAME(S):
- 3.) GENDER:
- 4.) DATE OF BIRTH (DD/MM/YYYY):
- 5.) PLACE OF BIRTH:
- 6.) CURRENT NATIONALITY:
- 7.) NATIONALITY AT BIRTH, IF DIFFERENT:
- 8.) MARITAL STATUS:
- 9.) CURRENT OCCUPATION:

PASSPORT DETAILS

- 1.) PASSPORT NUMBER:
- 2.) DATE OF ISSUE (DD/MM/YYYY):
- 3.) DATE OF EXP. (DD/MM/YYYY):
- 4.) PLACE OF ISSUE:

CONTACT DETAILS

- 1.) CURRENT ADDRESS:
CITY/STATE/ZIP:
- 2.) PHONE NUMBER:

ADDITIONAL QUESTIONS

- 1.) HAVE YOU BEEN DENIED ENTRY INTO KENYA?
- 2.) HAVE YOU BEEN PREVIOUSLY DENIED ENTRY INTO ANOTHER COUNTY?
- 3.) HAVE YOU EVER BEEN CONVICTED OF ANY OFFENCE UNDER ANY SYSTEM OF LAW?

FAMILY DETAILS(ALL MUST BE COMPLETED)

	FAMILY MEMEBERS <small>(PLEASE BE SURE TO LIST THE FULL NAME)</small>	DECEASED
FATHER	<input type="text"/>	<input type="text"/>
MOTHER	<input type="text"/>	<input type="text"/>
SPOUSE <small>(IF APPLICABLE)</small>	<input type="text"/>	<input type="text"/>
NEXT TO KIN & PHONE NUMBER	<input type="text"/>	

DETAILS OF VISA SOUGHT

- 1.) PURPOSE OF VISIT:
- 2.) DATE OF ENTRY(DD/MM/YYYY):
- 3.) PORT OF ENTRY:
- 4.) DATE OF EXIT (DD/MM/YYYY):
- 5.) ADDRESS OF STAY WHILE IN KENYA:
- 6.) NAME AND ADDRESS OF FRIENDS, FIRMS, RELATIVES IN KENYA, IF ANY:
- 7.) HAVE YOU EVER BEEN TO KENYA?
 - DATE OF PREVIOUS ENTRY:
 - LENGTH OF PREVIOUS STAY:
 - PREVIOUS VISA NUMBER:
- 8.) DATES AND DURANTION OF TRAVEL TO ALL COUNTRIES IN THE LAST 3 MONTHS:
- 9.) WILL YOU BE RETURNING TO YOUR COUNTRY OF RESIDENCE/DOMICILE?

CONTINUED.....

EMERGENCY CONTACT DETAILS

1.) ADDRESS:

CITY/STATE/ZIP:

2.) PHONE NUMBER:

3.) RELATIONSHIP:

APPLICANT SIGNATURE _____ DATE _____

REVISED: 11-19-2025 (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.