



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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PERU BUSINESS 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)	_____
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (2 TO 4 DAY PROCESS)	_____
OTHER FEES: _____	_____
RETURN SHIPPING FEE: (SEE * BELOW)	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$45.00
<input type="checkbox"/> 2-DAY	\$37.50
<input type="checkbox"/> 3-DAY	\$27.50
<input type="checkbox"/> SATURDAY - CALL	
<input type="checkbox"/> 1 ST OVERNIGHT - CALL	
<input type="checkbox"/> LOCAL DELIVERY - CALL	

REGULAR PROCESS TIME:	5 TO 10 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN 2 TO 4 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$100.00 SPECIAL HANDLING).	

*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: 2-12-2025 (EL)



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PERU BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

PLEASE SEE JURISDICTION INFORMATION BEFORE PROCEEDING

- 1.) **SIGNED U.S. PASSPORT** (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 1 BLANK VISA PAGE)
- 2.) **TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS (2x2)** (THE CONSULATE WILL NOT ACCEPT THE PHOTOS IF THE APPLICANT IS WEARING GLASSES)
- 3.) **ONE (1) COMPLETED APPLICATIONS** (SEE NOTE BELOW)
- 4.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 5.) **ONE (1) COPY OF TRAVEL ITINERARY WITH E-TICKET CONFIRMATION** (DATE OF DEPARTURE MUST BE AT LEAST 7 BUSINESS DAYS FROM THE INTENDED DATE OF SUBMISSION)
- 6.) **ONE (1) LETTER OF INVITATION** (MUST BE IN SPANISH)
- 7.) **CONSULATE FEE:** \$30.00

NOTE: THE APPLICATION WILL NEED TO BE ORIGINAL. THE CONSULATE WILL NOT ACCEPT THE APPLICATION IF SIGNATURE IS TOUCHING ANY LINES. THE SIGNATURE NEEDS TO BE CENTERED WITHIN THE SIGNATURE BOX (FAILURE TO DO SO WILL RESULT IN DELAYS). IN THE "DIGITAL PRINT" BOX, THE CONSULATE ASKS THAT THE INDEX FINGERPRINT IS IN **BLACK INK** IN THIS SPACE. COMPLETED APPLICATIONS, SIGNATURE AND FINGERPRINT MUST BE DONE IN **BLACK INK**.

VALIDITY: VISAS ARE VALID FOR A SINGLE ENTRY TO BE USED WITHIN (60) SIXTY DAYS FROM ISSUE. YOU MAY STAY UP TO (60) SIXTY DAYS IN PERU. MULTIPLE ENTRY VISAS ARE ISSUED AT THE VISA OFFICER'S DISCRETION FOR A VALIDITY OF 90 (NINETY) DAYS. IF YOU WOULD LIKE TO BE CONSIDERED FOR A MULTIPLE ENTRY VISA, IT MUST BE REQUESTED IN YOUR COMPANY LETTER.

REVISED: 2-12-2025 (EL)

PERU CONSULATE JURISDICTIONS

(IMPORTANT INFORMATION FOR SPECIFIC CONSULATES)

HOUSTON CONSULATE

JURISDICTION: LOUISIANA, TEXAS (ALL OTHER COUNTIES NOT MENTIONED BELOW FOR DALLAS CONSULATE JURISDICTION, SEE BELOW)

THE PERU CONSULATE IN HOUSTON HAS BEEN KNOWN TO ACCEPT APPLICATIONS FROM OUTSIDE THEIR JURISDICTION IF THE COMPANY SPONSORING THE APPLICANT IS LOCATED WITHIN THE JURISDICTION. THIS IS NOT GUARANTEED, AND IS DONE ON A CASE-BY-CASE BASIS .

ATLANTA CONSULATE

JURISDICTION: ALABAMA, GEORGIA, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE

BOSTON CONSULATE

JURISDICTION: MAINE, MASSACHUSETTS, NEW HAMPSHIRE, VERMONT

CURRENTLY THE CONSULATE IN BOSTON IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 20 PARK PLAZA, #511, BOSTON, MA 02116

PHONE: 617-338-2227

WEBSITE: <http://www.consuladoperu.com/>

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, OHIO, WISCONSIN

DENVER CONSULATE

JURISDICTION: COLORADO, IDAHO, MONTANA, NEBRASKA, NEW MEXICO, NORTH DAKOTA, SOUTH DAKOTA, UTAH, WYOMING

CURRENTLY THE CONSULATE IN DENVER IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 1001 SOUTH MONACO PARKWAY, STE 210, DENVER, CO 80224

PHONE: 303-355-8555

WEBSITE: <http://www.consuladoperu.com/>

HARTFORD CONSULATE

JURISDICTION: CONNECTICUT, RHODE ISLAND

CURRENTLY THE CONSULATE IN HARTFORD IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

CONTINUED →

ADDRESS: 250 MAIN STREET, STE D, HARTFORD, CT 06106
PHONE: 860-548-0266
WEBSITE: <http://www.consuladoperu.com/>

LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, CALIFORNIA (COUNTIES OF IMPERIA, KERN, LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNADINO, SAN DIEGO, SAN LUIS, OBISPO, SANTA BARBARA, VENTURA)

MIAMI CONSULATE

JURISDICTION: FLORIDA, PUERTO RICO, AND U.S. VIRGIN ISLANDS
CURRENTLY THE CONSULATE IN MIAMI IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 444 BRICKELL AVENUE, STE M-135, MIAMI, FL 33131
PHONE: 786-347-2420
WEBSITE: <http://www.consuladoperu.com/>

DALLAS CONSULATE

JURISDICTION: ARKANSAS, KANSAS, OKLAHOMA, TEXAS (COUNTIES OF DALLAS, SHERMAN, HANSFORD, OCHILTREE, LIPSCOMB, HARTLEY, MOORE, HUTCHINSON, ROBERTS, HEMPHILL, OLDHAM, POTTER, CARSON, GREY, WHEELER, DEAFSMITH, RANDALL, ARMSTRONG, DONLEY, COLLINGSWORTH, PARMER, CASTRO, SWICHER, BRISCOE, HALL, CHILDRESS, BAILEY, LAMB, HALE, FLOYD, MOTELY, COTTLE, FOARD, HARDEMAN, WILBARGER, WICHITA, COCHRAN, HOCKLEY, LUBBOCK, CROSBY, DICKENS, KING, KNOX, BAYLOR, ARCHER, CLAY, MONTAGUE, COOKE, GRAYSON, FANNIN, LAMAR, RED RICER, BOWLE, YAOKUM, TERRY LYNN, GARZA, KENT, STONEWALL, HASKELL, THROCKMORTON, YOUNG, JACK, WISE, DENTON, COLLINS, HUNT, DELTA, HOPKINS, FRANKLIN, TITUS, CAMP, MORIS, CASS, GAINS, DAWSON, BORDEN, SCURRY, FISHER, JONES, SHAKELFORD, STEPHENS, PELO PINTO, PARKER, TARRANT, DALLAS, ROCWALL, KAUFMAN, VAN ZANDT, RAINS, WOOD, UPSHUR, MARION, HARRISON, GREGG, ANDREWS, MARTIN, HOWARD, MITCHELL, NOLAN, TAYLOR, CALLAHAN, EASTLAND, ERATH, HOOD, SOMERVELL, JOHNSON, ELLIS, LOVING, WINKLER, ECTOR, MIDLAND, GLASSCOCK, STERLING, COKE, RUNNELS, COLEMAN, BROWN, CAMANCHE, HAMILTON, BOSQUE, HILL, NAVARRO, HENDERSON, SMITH, WARD, CRANE, UPTON, REAGAN, IRION, TOM GREEN, CONCHO, McCULLOCH, SAN SABA, MILLS, LAMPASAS, CORYELL, BELL, McLENNAN, FALLS, LIMESTONE, FREESTONE, ANDERSON, CHEROKEE, RUSK, PANOLA)

CURRENTLY THE CONSULATE IN DALLAS IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 9330 AMBERTON PARKWAY, STE 2130, DALLAS, TX 75243
PHONE: 972-234-0005
WEBSITE: <http://www.consuladoperu.com/>

CONTINUED →

NEW YORK CONSULATE

JURISDICTION: *NEW YORK*

PATERSON CONSULATE

JURISDICTION: *NEW JERSEY, PENNSYLVANIA*

SAN FRANCISCO CONSULATE

JURISDICTION: *ALASKA, GUAM, HAWAII, NORTHERN MARIANA ISLANDS, NEVADA, OREGON, WASHINGTON (STATE) AMERICAN SAMOA, CALIFORNIA (THIS JURISDICTION INCLUDES ALL COUNTIES NOT LISTED UNDER THE LOS ANGELES CONSULATE'S JURISDICTION)*

CURRENTLY THE CONSULATE IN SAN FRANCISCO IS NOT ACCEPTING APPLICATIONS FROM THIRD-PARTY SERVICES. PLEASE CONTACT THE CONSULATE DIRECTLY FOR INFORMATION REGARDING APPLYING FOR YOUR VISA:

ADDRESS: 870 MARKET STREET, STE 1067, SAN FRANCISCO, CA 94102

PHONE: 415-362-2716

WEBSITE: <http://www.consuladoperu.com/>

WASHINGTON, DC EMBASSY

JURISDICTION: *DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, VIRGINIA, WEST VIRGINIA*

REVISED: 8-24-2022 (EL)



FORMULARIO DGC-005
SOLICITUD DE VISA

Ministerio de Relaciones Exteriores

Uso interno

Nro.Expediente :	
Fec.Expedición :	
Fec.Expiración :	

1. PROCEDIMIENTO A REALIZAR (TYPE OF VISA)

Visa Temporal (Temporary Visa)

- Turista (Tourist)
 Negocios (Business)
 Transeúnte (Transit)
 Artista (Artist)
 Tripulante (Tripulant)
- Otro (Other)

Visa Residente (Resident Visa)

2. DATOS DEL SOLICITANTE (GENERAL INFORMATION)

1. Tipo.Nro.Pasaporte : (Type, Num.Passport)	Nro: (Num)	6. Estado Civil : (Marital Status)	<input type="checkbox"/> Soltero (Single) <input type="checkbox"/> Casado (Married)	<input type="checkbox"/> Viudo (Widowed) <input type="checkbox"/> Divorciado (Divorced)
2. Apellido Paterno: (Last Name)		7. Lugar de nacimiento (País) : (Place of Birth)		
3. Apellido Materno o Casada: Maiden Name		8. Nacionalidad : (Nationality)		
4. Nombres: (Name)		9. Fecha de nacimiento : (Date of Birthday)(dd/mm/aaaa)		
5. Sexo : (Sex)	<input type="checkbox"/> Masculino (Male) <input type="checkbox"/> Femenino (Female)	10. Profesión/Ocupación : (Occupation)		
11. Domicilio o alojamiento en el Perú (Av.Jr.Calle) : (Full Address in Peru)			Teléfono : (Phone)	
12. Domicilio en el Extranjero: (Permanent Address)				
País : (Country)		Teléfono : (Phone)		
13. Correo Electrónico : (E-mail)				

3. FIRMA, IMPRESIÓN DIGITAL Y FOTO DEL SOLICITANTE (SIGNATUR, RIGTH INDEX FINGERPRINT, PICTURE)

Firma (Signature)	Impresión Digital Índice Derecho (Rigth Index Fingerprint)	Foto (Photo)

4. GRUPO ARTÍSTICO (EN CASO DE ARTISTA) (ONLY FOR ARTIST – APLICATION)

Nombre : (Name)	Nacionalidad : (Nationality)
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5. RESERVADO PARA USO INTERNO (OFICIAL USE ONLY)

Nombre de Funcionario Responsable :

Num.Registro :	Num.Actuación :	Num.Tarifa :	Fec.Actuación :
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Autorizado Misión o Sección Consular
 Autorizado por DIGEMIN con : _____ Número : _____ Fecha : _____

6. OBSERVACIONES

Firma del Cónsul o Encargado



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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.