



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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EGYPT BUSINESS VISA NON-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: (LESS THAN 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	\$65.00
<input type="checkbox"/> 2-DAY	\$57.50
<input type="checkbox"/> 3-DAY	\$47.50
<input type="checkbox"/> SATURDAY - CALL	
<input type="checkbox"/> 1 ST OVERNIGHT - CALL	
<input type="checkbox"/> LOCAL DELIVERY - CALL	

REGULAR PROCESS TIME:	5 TO 11 DAYS
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 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 \$125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 4-7-2026 (EL)



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EGYPT BUSINESS VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED PASSPORT** *(MUST BE VALID FOR A MINIMUM OF 6 MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE)*
- 2.) **ONE (1) RECENT PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **PROOF OF VALID U.S. STATUS:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF VALID U.S. GREEN CARD
 - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 5.) **COPY OF TRAVEL ITINERARY**
- 6.) **COMPANY LETTER OF GUARANTEE**

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7.) CONSULATE FEES:

NATIONALITIES	SINGLE BUSINESS/ENTRY	MULTIPLE BUSINESS/ENTRY
OTHER NATIONALS	\$ 72.00	\$ 92.00
CANADA (<i>Family Passport</i>)	\$ 132.00	\$ 192.00
CANADA (<i>Individual Passport</i>)	\$ 92.00	\$ 127.00
CYPRUS	\$ 67.00	\$ 92.00
DENMARK	\$ 67.00	\$ 92.00
FINLAND	\$ 67.00	\$ 92.00
GERMANY	\$ 67.00	\$ 92.00
NIGERIA	\$ 107.00	\$ 162.00
RUSSIA	\$ 67.00	\$ 92.00
SERBIA	\$ 67.00	\$ 92.00
SOUTH AFRICA	GRATIS	GRATIS
SWEDEN	\$ 67.00	\$ 92.00
UN LAISSEZ PASSER	GRATIS	GRATIS
UNITED KINGDOM	\$ 107.00	\$ 162.00
ZIMBABWE	\$ 77.00	\$ 117.00

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NATIONALITIES REQUIRING PRE-ARRIVAL VISA PRIOR TO ENTERING EGYPT

AFGHANISTAN	ALGERIA	ARMENIA	AZERBAIJAN	BANGLADESH	BOSNIA – HERZEGOVINA
CHECHNYA	CROATIA	GEORGIA	INDIA	INDONESIA	IRAQ
IRAN	ISRAEL	KAZAKHSTAN	KIRGHIZIA	LEBANON	MACAU
MACEDONIA	MALAYSIA	MOLDAVIA	MOROCCO	PAKISTAN	PALESTINE
PHILIPPINES	RUSSIA	SERBIA/ MONTENEGRO	SLOVENIA	SRI LANKA	TADZHIKISTAN
THAILAND	TUNISIA	TURKMENISTAN	UKRAINE	UZBEKISTAN	ALL AFRICAN COUNTRIES

NATIONALITIES REQUIRING PRE-APPROVAL PRIOR TO CONSULATE GRANTING VISA

AFGHANISTAN	ETHIOPIA	IRAN	ISRAEL	MALI	NIGER
PALESTINE	ANY TRAVEL DOCUMENT				

****APPLICANTS NEEDING PRE-APPROVAL NEED TO APPLY 6 - 8 WEEKS PRIOR TO INTENDED DATE OF TRAVEL.**

VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON THE APPLICATION AND COMPANY LETTER.

REVISED: 4-7-2026 (EL)

EGYPT CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, COLORADO, KANSAS, LOUISIANA, MISSISSIPPI, MISSOURI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, PUERTO RICO, RHODE ISLAND, VERMONT

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

PROCESSING TIME: 5 TO 10 BUSINESS DAYS

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, KENTUCKY, MICHIGAN, MINNESOTA, NEBRASKA. NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

[CLICK HERE](#) FOR THE **CHICAGO** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 BUSINESS DAYS

LOS ANGELES CONSULATE

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO, MONTANA, NEVADA, UTAH, WASHINGTON, WYOMING

[CLICK HERE](#) FOR THE **LOS ANGELES** VISA APPLICATION FORM

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

WASHINGTON, D.C. EMBASSY

JURISDICTION: D.C., DELAWARE, FLORIDA, GEORGIA, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA, WEST VIRGINIA

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 DAYS

REVISED 1-24-2019 JENN



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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.