



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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MALAWI 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 10 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: _____

REVISED: 4-20-2026 (EL)



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MALAWI (E-VISA)

IF YOU WILL BE TRAVELING TO MALAWI 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) – JPEG
 - COPY OF THE INFORMATIONAL PAGES
 - MUST HAVE TWO BLANK PAGES
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2) – JPEG
- 3.) ONE (1) COMPLETED APPLICATION (SEE BELOW)
- 4.) FORM OF CONSENT – SEE BELOW (**MINORS ONLY**)
- 5.) COPY OF BIRTH CERTIFICATE AND PARENTS PASSPORTS – (**MINORS ONLY**)
- 6.) COMPANY LETTER OF GUARANTEE (**BUSINESS REQUEST ONLY**)
- 7.) COPY OF INVITATION (**BUSINESS REQUEST ONLY**)
- 8.) COPY OF THE PERSONS ID WHO SIGNED THE INVITE (**BUSINESS REQUEST ONLY**)
- 9.) US COMPANY REGISTRATION CERTIFICATE OR CERTIFICATE OF INCORPORATION IN MALAWI (**BUSINESS REQUEST ONLY**)
- 10.) COPY OF HOTEL CONFIRMATION
- 11.) COPY OF TRAVEL ITINERARY
- 12.) CONSULATE FEE: \$ 50.00 – SINGLE ENTRY
\$150.00 – MULTIPLE ENTRY (6 MONTHS)
\$250.00 – MULTIPLE ENTRY (1 YEAR)

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 MALAWI. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATIONS INCONSISTENT WITH MALAWI LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS. MOST ARE VALID FOR STAYS OF 90 DAYS.

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E-VISA REQUEST FORM

VISA REQUESTED	<input type="checkbox"/> TOURIST - <input type="checkbox"/> SINGLE, <input type="checkbox"/> MULTIPLE (6 MONTH), OR <input type="checkbox"/> MULTIPLE (1 YEAR)
	<input type="checkbox"/> BUSINESS - <input type="checkbox"/> SINGLE, <input type="checkbox"/> MULTIPLE (6 MONTH), OR <input type="checkbox"/> MULTIPLE (1 YEAR)
SURNAME (AS SHOWN IN PASSPORT)	
GIVEN NAME (AS SHOWN IN PASSPORT)	
HAVE YOU EVER CHANGED YOUR NAME	<input type="checkbox"/> NO <input type="checkbox"/> YES – PREVIOUS NAME: _____
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
DATE OF BIRTH (DAY, MONTH, YEAR)	
MALE OR FEMALE	
CURRENT NATIONALITY	
PRESENT OCCUPATION	
MARITAL STATUS (SINGLE OR MARRIED)	
CURRENT HOME ADDRESS	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
PASSPORT NUMBER	
PLACE/COUNTRY OF ISSUE	
VALID UNTIL (DAY, MONTH, YEAR)	
DESTINATION IN MALAWI	
DATES OF PREVIOUS VISITS	
ADDRESS DURING PREVIOUS VISITS	
MODE OF TRANSPORT TO ENTRY PORT	AIR, LAND, VESSEL, OR ETC -
DETAILS/NUMBER OF ENTRY CARRIER	
PORT OF ENTRY	
AMOUNT OF MONEY TO BE SPENT	

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

E-VISA REQUEST FORM

AFTER VISIT, WILL YOU RETURN TO YOUR COUNTRY OR RESIDENCE	
REFERENCE AND ADDRESS AT PLACE OF VISIT, PHONE NUMBER	
HAVE YOU EVER BEEN DENIED ENTRY	
HAVE YOU BEEN GRANTED A VISA BEFORE	
HAVE YOU EVER BEEN DEPORTED BEFORE	
DO YOU HAVE A CRIMINAL RECORDS	
COUNTRIES VISITED FOR THE PAST 6 MONTHS	
NEXT DESTINATION AFTER MALAWI	
NUMBER OF PEOPLE TRAVELING TOGETHER	
TOURIST ATTRACTION TO BE VISITED	
TRAVELING IN ON	
TRIP ARRANGED THROUGH (NAME OF TOUR OPERATOR/TRAVEL AGENT	
TYPE OF ACCOMMODATIONS TO BE USED	
ADDRESS, CONTACT NUMBER, & EMAIL OF THE PLACE/PERSON OF WHERE YOU ARE STAYING IN MALAWI	

TODAY'S DATE: _____

SIGNATURE: _____

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VISA APPLICATION FOR MINORS

FORM OF CONSENT

[If the Applicant is minor, the Parent or Legal guardian need to complete this document and sign.]

I hereby..... give my consent to the application of visa for the under mentioned minor(s) whom I am the legal guardian.

FULL NAMES OF MINORS	DATE OF BIRTH	PASSPORT NO.	RELATIONSHIP TO MINOR

Document in proof of legal guardianship are attached if I'm not the natural parent

Signed:..... Date:



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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.