



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: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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GABON 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)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
☐ SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE: (SEE * BELOW)	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY - CALL	
☐ 1 ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY - CALL	

REGULAR
PROCESS TIME: **5 TO 8 DAYS**

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$100.00 SPECIAL HANDLING).

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

COMMENTS: THERE WILL BE AN ADDITIONAL \$125.00 FEDEX (TO/FROM) FEE IF
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 8-25-2026 (EL)

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GABON BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) PASSPORT

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST ONE BLANK VISA PAGE

2.) TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS (2x2)

3.) TWO (2) COMPLETED APPLICATIONS

4.) ONE (1) COMPANY LETTER OF GUARANTEE

5.) ONE (1) COPY OF INVITATION

6.) COPY OF TRAVEL ITINERARY

7.) CLEAR COPY OF THE INTERNATIONAL HEALTH CERTIFICATE SHOWING YELLOW FEVER IMMUNIZATIONS

8.) U.S. STATUS (PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF THE U.S. GREEN CARD
- ORIGINAL U.S. VISA & I-94 (VISIT: <https://i94.cbp.dhs.gov/>)

9.) CONSULATE FEE:

PROCESS REQUEST	PROCESS TIMES	CONSULATE FEE
REGULAR	5 TO 8 DAYS	\$160.00
RUSH	2 TO 4 DAYS	\$200.00

VALIDITY: THE VISAS VALIDITY RANGES FROM A SINGLE ENTRY VISA (VALID FOR A STAY FROM 1 – 4 MONTHS) TO A (5) FIVE YEAR MULTIPLE ENTRY. THE VALIDITY OF THE VISA IS DETERMINED ON AN INDIVIDUAL BASIS BY THE ISSUING VISA OFFICER.

REVISED: 8-25-2026 (EL)

AMBASSADE DE LA REPUBLIQUE GABONAISE AUX ETATS UNIS

Nom
Name:

NOM DE JEUNE FILLE
Maiden name :
.....

NE LE à
Born on Place of Birth

PRENOMS
First name :
.....

D'ORIGINE
of birth:.....

NATIONALITE
Citizenship

ACTUELLE
Now:.....

SITUATION DE FAMILLE ENFANTS AGES
Family status: Children: Ages:

DOMICILE HABITUEL
Permanent Address :

Photographic
Photograph

RESIDENCE ACTUELLE
Present Address.....

TELEPHONE..... PROFESSION.....
Area Code.....

DATE D'ENTRÉE AU GABON
Date of entry in Gabon.....

PAYS DE PROVENANCE
Arriving from.....

No.de Passeport
Passport.....

COMBIEN DE TEMPS RESTEREZ-VOUS AU GABON?
How long do you intend to stay in Gabon?

Délivré le
Date of issue.....

DATE DU DEPART DU GABON NO. DE VOL
Date of Departure Flight No

Par
By whom.....

PAYS DE DESTINATION NO. DE VOL
Destination Flight No

Valable jusqu' a
Valid until.....

AVEZ-VOUS DEJA HABITE LE GABON PENDANT PLUS DE 3 MOIS
CONSECUTIFS?

Have you already lived in Gabon longer than 3 months without interruption?.....
PRECISEZ QUELLES DATES

When?.....

INDICATION PRECISE DU LIEU D'ENTRÉE AU GABON.

Indicate port of entry.....

Visite de courtoisie : ☐ Tourisme : ☐ Officiel : ☐ Affaires : ☐

MOTIFS DU VOYAGE :

Purpose of journey

Courtesy visit: ☐ Tourism: ☐ Official Business: ☐ v.i.p. to meet: ☐

Indiquez avec précision les noms et les adresses exactes des commerçants ou des industries que vous désirez rencontrer s'il s'agit d'un voyage d'affaires.

Indicate precisely the names and addresses of merchants and industrialists you wish to meet on your business trip.

.....
.....

Attaches familiales au Gabon (adresses exactes)

Family connections in Gabon (exact addresses).....

.....

Références dans le pays de résidence.

References in the country of applicant's residence.....

.....

Indication de vos adresses pendant votre séjour au Gabon.

Indicate your exact addresses in Gabon during your stay there.....

.....

Comptez-vous installer au Gabon un commerce ou une industrie?

Do you intend establishing a business or industry in Gabon?.....

Où comptez-vous rendre en sortant du Gabon?

Where do you intend proceeding to when leaving Gabon?.....

Vous engagez-vous à n'accepter aucun emploi rémunéré ou non Durant votre séjour au Gabon, à ne pas chercher à vous y installer et à QUITTER LE TERRITOIRE GABONAIS À L'EXPIRATION DU VISA qui vous sera éventuellement accordé ?

Do you undertake during your stay in Gabon not to accept any employment, paid or unpaid, or to try to settle there permanently and to leave Gabonese territory on the expiration of the visa granted to you?.....

Ma signature engage ma responsabilité et m'expose en sus de poursuites prévues par la loi en cas de FAUSSE DECLARATION, à me voir REFUSER TOUT VISA À L'AVENIR.

My signature binds me and makes me liable to prosecution in case of false declaration and to refusal of my visa in the future.

A.....date.....20.....



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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.***