



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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ANGOLA 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)	\$150.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES: _____	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON 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: UP TO 10 DAYS

COMMENTS:

REVISED: 1-10-2023 (EL)

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ANGOLA E-VISA

U.S. PASSPORT HOLDERS

- 1.) **COPY OF VALID PASSPORT** – *JPEG FORMAT*
 - SIGNED
 - VALID FOR AT LEAST ONE REMAINING YEAR
 - MUST HAVE AT LEAST 4 BLANK VISA PAGES
- 2.) **COMPLETED E-VISA REQUEST FORM**
- 3.) **ONE PASSPORT-TYPE PHOTO** (2X2) – *JPEG FORMAT*
 - MUST BE LESS THAN SIX (6) MONTHS OLD
 - MUST HAVE WHITE BACKGROUND
- 4.) **CLEAR COPY OF INTERNATIONAL HEALTH CERTIFICATE** SHOWING
VACCINATION AGAINST YELLOW FEVER – *JPEG FORMAT*
- 5.) **COPY OF HOTEL CONFIRMATION** – *JPEG FORMAT*
- 6.) **COMPANY LETTER** – (BUSINESS ONLY) – *JPEG FORMAT*
- 7.) **COPY OF MOST RECENT BANK STATEMENT** – MUST SHOW BALANCE
WITH ENOUGH FUNDS TO ALLOW FOR \$200.00 PER DAY – *JPEG
FORMAT*
- 8.) **COPY OF ROUND-TRIP TRAVEL ITINERARY** – *JPEG FORMAT*
- 9.) **CONSULATE FEE:** \$45.00

CONTINUED...



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VALIDITY: ANGOLA E-VISAS ARE VALID FOR SINGLE OR MULTIPLE ENTRIES, TO BE MADE WITHIN 60 DAYS OF THE DATE OF ISSUE, UNLESS OTHERWISE STATED ON THE VISA. THE VALIDITY OF THE VISA STARTS FROM THE DATE OF ISSUE OF THE EVISA. TRAVELERS MAY STAY UP TO 30 DAYS, WITH ONE EXTENSION PERMITTED, UP TO AN ADDITIONAL 30 DAYS.

CONSULATE FEE NOTE: THE CONSULATE FEES ARE NON-REFUNDABLE AND CAN CHANGE WITHOUT NOTICE.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com)) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE ALL DOCUMENTS ARE IN EITHER .JPG OR .TIFF FORMAT
- IF YOU DO NOT QUALIFY FOR AN E-VISA (*I.E. – REASON FOR TRAVEL IS FOR SOMETHING OTHER THAN TOURISM OR SHORT BUSINESS MEETING*), PLEASE CONTACT OUR OFFICE FOR ADDITIONAL/ALTERNATE INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

REVISED: 9-30-2026 (EL)

EVisa REQUEST FORM

FULL NAME (AS LISTED IN PASSPORT)	
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
CURRENT NATIONALITY	
PREVIOUS NATIONALITY	
HOME ADDRESS (STREET, CITY, STATE, ZIP)	
HOME PHONE NUMBER	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
MARITAL STATUS	
SPOUSE FULL NAME & NATIONALITY	
MOTHER'S NAME & NATIONALITY	
FATHER'S NAME & NATIONALITY	
PRIMARY PURPOSE OF TRAVEL	
DATE OF ENTRY INTO ANGOLA	
PORT OF ENTRY INTO ANGOLA	
DATE OF EXIT FROM ANGOLA	
PORT OF EXIT ANGOLA	
ADDRESS OF STAY IN ANGOLA	
CONTACT IN ANGOLA (FULL NAME)	
CONTACT IN ANGOLA (ID DOC NO)	
CONTACT IN ANGOLA (DATE OF ISSUE OF ID)	
CONTACT IN ANGOLA (DATE OF EXPIRY OF ID)	

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

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

EVISA REQUEST FORM

CONTACT IN ANGOLA (FULL ADDRESS INCLUDING PROVINCE, MUNICIPALITY, DISTRICT, STREET, HOUSE NO)	
CONTACT IN ANGOLA (PHONE NUMBER)	
CONTACT IN ANGOLA (EMAIL ADDRESS)	
OCCUPATION	
EMPLOYER CONTACT INFO (NAME OF COMPANY, FULL ADDRESS, PHONE NUMBER, EMAIL)	

REVISED: 1-10-2023 (EL)

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).
INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.



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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.***