



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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EGYPT 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)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
☐ SPECIAL HANDLING FEE: (LESS THAN 4 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 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

U.S. PASSPORT HOLDER

A U.S. PASSPORT HOLDER CAN OBTAIN A TOURIST VISA ON ARRIVAL AT ANY OF THE MAJOR PORTS OF ENTRY FOR A STAY OF UP TO THREE MONTHS. TRAVELER MUST BE IN POSSESSION OF A VALID U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY) AND AN ONWARD AIRLINE TICKET. IF YOU WOULD LIKE TO OBTAIN A VISA BEFORE YOU DEPART, PLEASE SEND US THE FOLLOWING DOCUMENTS.

- 1.) **U.S. PASSPORT** (MUST HAVE AT LEAST 1 BLANK VISA PAGE AND HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY)
- 2.) **ONE (1) RECENT PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **ONE (1) COPY OF TRAVEL ITINERARY**
- 5.) **ONE (1) COMPANY LETTER OF GUARANTEE**
- 6.) **CONSULATE FEE:** **\$67.00 – SINGLE ENTRY**
 \$92.00 – MULTIPLE ENTRY

VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON YOUR APPLICATION, AND COMPANY LETTER. THE ULTIMATE DECISION TO HOW LONG THE VISA WILL BE ISSUED FOR AND HOW MANY ENTRIES WILL BE ALLOWED IS DETERMINED ON A CASE-BY-CASE SITUATION BY THE ISSUING VISA OFFICER.

REVISED: 9-17-2026 (EL)

الصق صورة شخصية هنا
Staple Photo here
Collez votre Photo ici



Consulate General of Arab Republic of Egypt in Houston
5718 Westheimer Road, Suite No.1350, Houston, Texas 77057 * Phone (713)961-4915/16 * Fax (713)977-0323
houston@mfa.gov.eg * www.consulateofegypt.com * www.consulateofegyphouston.com
consulateofegyphouston@gmail.com

Visa Application

اللقب أو الجد Family Name Nom de Famille		الاسم First Name Prénom		اسم الوالد Middle Name Autres Noms	
رقم جواز السفر ونوعه Passport Type & Number Numéro et Type du passport		محل الاصدار Issued at Délivré à		تاريخ الاصدار Issued on Délivré le	
الجنسية الحالية Present Nationality Nationalité Actuelle		الجنسية الأصلية Nationality of Origin Nationalité d'Origine		المهنة Occupation Profession	
الحالة الاجتماعية Marital Status Etat Civil		الجنسية الأصلية Nationality of Origin Nationalité d'Origine		المهنة Occupation Profession	
النوع Sex Sexe	محل الميلاد Place of Birth Lieu de Naissance			تاريخ الميلاد Date of Birth Date de Naissance	
عنوان الإقامة Present Address Adresse Actuelle			عنوان الإقامة الدائمة Permanent Address Adresse Permanente		

رقم الهاتف Phone Number Numéro de Téléphone		عنوان العمل Business Address Adresse Professionnelle	
عدد السفرات Number of Entries Nombre d'Entrées	مدة الإقامة بمصر Duration of Stay Longueur de Séjour	تاريخ الوصول الى مصر Date of Arrival in Egypt Date d'arrivée en Egypte	الغرض من الزيارة Purpose of Visit Motif du Voyage
		 / /	☐ Business ☐ Tourism
العنوان في مصر Address in Egypt Adresse en Egypte		منفذ الدخول لمصر Port of Entry to Egypt Port d'Entrée en Egypte	
أسماء الأقارب أو الأصدقاء في مصر Names of Relatives or Friends in Egypt Nom de la famille ou d'amis en Egypte		عنوان الأقارب أو الأصدقاء في مصر Address of Relatives or Friends in Egypt Adresse de la famille ou d'amis en Egypte	
التاريخ Date		التوقيع Signature	
..... / /			

I have read and understood all instructions and as a tourist I pledge not to accept work in Egypt with or without remuneration

En tant que touriste, j'ai lu et compris le règlement et m'engage à ne pas accepter de travail avec ou sans rémunération

لقد قرأت وفهمت كل التعليمات وكسائح أتعهد بعدم قبول العمل في مصر مع أو دون أجر.

Disclaimer: Having a visa does not guarantee entry to Egypt. Egyptian authority officers at the ports of entry are responsible for admission of travelers to Egypt, for a specified status and period of time.

Avertissement: Veuillez noter que le fait d'avoir un visa valide ne garantit pas que vous puissiez entrer en Egypte. Un agent des services frontaliers décidera si vous pouvez entrer en Egypte et pendant combien de temps vous pouvez y rester.

تنبيه هام: الحصول على تأشيرة لا يضمن الدخول الى جمهورية مصر العربية وانما يخضع لتقدير ضابط الجوازات بموانئ الدخول .



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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.***