



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



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



GHANA EVISA U.S. PASSPORT HOLDERS

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:	1 TO 5 DAYS

COMMENTS:

REVISED: 9-14-2026 (EL)



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



GHANA Evisa U.S. PASSPORT HOLDERS

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE Evisa TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COPY OF VALID PASSPORT

- MINIMUM OF 3 MONTHS VALIDITY BEYOND INTENDED STAY WITH BLANK VISA PAGES

2.) ONE (1) COMPLETED REQUEST FORM

3.) ONE RECENT PASSPORT-TYPE PHOTOGRAPH (2x2) – JPEG FORMAT

4.) COPY OF TRAVEL ITINERARY

5.) COPY OF YELLOW FEVER VACCINATION CERTIFICATE – FOR BUSINESS ONLY

6.) COPY OF THE COMPANY REGISTRATION DOCUMENT FROM GHANA – FOR BUSINESS ONLY

7.) COPY OF ACADEMIC QUALIFICATIONS / CERTIFICATES – FOR BUSINESS ONLY

8.) COPY OF THE PROOF OF ACCOMMODATION

9.) COPY OF THE LETTER OF INVITATION/HOST LETTER FROM GHANA

- **FOR BUSINESS** – INVITATION LETTER MUST BE ON OFFICIAL LETTERHEAD WITH COMPANY REGISTRATION NUMBER
- **FOR TOURISM/PLEASURE** – WILL REQUIRE THE HOST PASSPORT BIO PAGE OR HOST IDENTIFICATION

10.) CONSULATE FEE: \$260.00 – 4 TO 5 DAY PROCESS
 \$338.00 – 3 TO 4 DAY PROCESS
 \$442.00 – 1 TO 2 DAY PROCESS

CONTINUED...



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com Email: info@vippassports.com



VALIDITY: SINGLE ENTRY EVISAS ARE VALID FOR 90 DAYS FROM THE DATE OF ISSUANCE. IF YOUR INTENDED TRAVEL DATE FALLS OUTSIDE THIS VALIDITY PERIOD, YOUR EVISA MAY EXPIRE BEFORE TRAVEL. APPLICANTS ARE RESPONSIBLE FOR ENSURING THEY APPLY AT AN APPROPRIATE TIME. THE FINAL DECISION AS TO THE LENGTH OF VALIDITY AND THE NUMBER ENTRIES IS MADE BY THE EMBASSY/CONSULATE ON A CASE-BY-CASE BASIS.

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 SURE THE COPY OF THE PASSPORT IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- ALL ITEMS LISTED ABOVE COULD CHANGE WITHOUT NOTICE.
- ALL CONSULATE FEES LISTED ABOVE COULD CHANGE WITHOUT NOTICE.

REVISED: 9-14-2026 (EL)

GHANA E-VISA REQUEST FORM

BUSINESS OR TOURIST

SURNAME (AS SHOWN IN PASSPORT)	
GIVEN NAME (AS SHOWN IN PASSPORT)	
CURRENT NATIONALITY	
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
HOME ADDRESS (STREET, CITY, STATE, ZIP)	
MOBILE PHONE NUMBER	
EMAIL ADDRESS	
PRIMARY PURPOSE OF TRAVEL	
DATE OF ARRIVAL	
PORT OF ENTRY	
HOW LONG IS YOUR STAY	
PLACE OF DEPARTURE	
DESTINATION CITY	
TYPE OF ACCOMMODATION	
HOTEL NAME	
ADDRESS IN GHANA	
NEXT DESTINATION	
HAVE YOU VISITED A COUNTRY SUBJECT TO A PUBLIC HEALTH ALERT IN THE PAST 15 DAYS	YES or NO
HAVE YOU EVER BEEN DENIED A VISA, REFUSED ENTRY, DEPORTED, OR CONVICTED OF A CRIMINAL OFFENCE	YES or NO
HAVE YOU PREVIOUSLY OVERSTAYED A VISA OR VIOLATED IMMIGRATION CONDITIONS IN GHANA	YES or NO
ARE YOU CURRENTLY SUBJECT TO INTERNATIONAL SANCTIONS, TRAVEL BANS, OR LAW ENFORCEMENT NOTICES	YES or NO

I solemnly declare that the statements made on this ETA request form are true and correct.

Date: _____

Signature: _____

Revised: 9-10-2026 (EL)

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

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.