



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



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

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

REGULAR PROCESS TIME:	4 TO 7 DAYS

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

REVISED: 9-1-2026 (EL)



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LIBYA BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED U.S. PASSPORT**

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST 2 BLANK VISA PAGES

2.) **ONE (1) RECENT PASSPORT-TYPE PHOTOGRAPH (2x2)**

3.) **ONE (1) COMPLETED APPLICATION**

4.) **COMPANY LETTER OF GUARANTEE** INDICATING THE AUTHORIZATION NUMBER AND TO WHICH EMBASSY OR CONSULATE THE APPROVAL WAS SENT. PLEASE BE SURE TO ALSO INCLUDE THE AUTHORIZATION WAS FOR THE REQUESTED VALIDITY: SINGLE 30-DAY STAY, SINGLE ENTRY 90-DAY STAY, OR 180-DAY MULTIPLE ENTRY

5.) **COPY OF YOUR TRAVEL ITINERARY** (IF AVAILABLE)

6.) **COPY OF THE OFFICIAL INVITATION** INDICATING THE AUTHORIZATION NUMBER AND TO WHICH LIBYA EMBASSY/CONSULATE THE APPROVAL WAS SENT

7.) **CONSULATE FEE:**

NUMBER OF ENTRIES	LENGTH OF VALIDITY	FEE
SINGLE	30 DAYS	\$150.00
SINGLE	90 DAYS	\$200.00
MULTIPLE	180 DAYS	\$350.00

SPECIAL NOTE: ONCE THE AUTHORIZATION HAS BEEN SENT TO THE EMBASSY, THE APPLICATION AND SUPPORTING DOCUMENT WILL NEED TO BE SUBMITTED WITHIN 30 DAYS. AFTER 30 DAYS, THE AUTHORIZATION WILL BE EXPIRED AND A NEW APPROVAL WILL NEED TO BE REQUESTED.

REVISED: 6-26-2023 (EL)



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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.***



صورة

Picture

نموذج تأشيرة دخول

Entry Visa Application

Application's Personal Particulars

بيانات شخصية عن طالب تأشيرة الدخول

Father's name in full		اسم الأب الثلاثي	Name		الاسم		
Nationality		الجنسية	surname		اللقب		
Former Nationality		الجنسية السابقة	Place of birth		مكان الميلاد		
Mother's name in full		اسم الأم ثلاثي	Occupation		المهنة		
D.O.B		تاريخ الميلاد	Qualifications		المؤهل		
Sex	☐ Female أنثى	☐ Male ذكر	Marital status	☐ Divorce مطلق	☐ Married متزوج	☐ Single أعزب	الوضع العائلي
Religion		الديانة					

Contact info

معلومات الإتصال

U.S address		العنوان
Unit # or Apartment #	رقم المنزل	الولاية
City	المدينة	الرقم البريدي
Phone	الهاتف	البريد الإلكتروني

Passport info

بيانات جواز السفر

Passport #	رقم الجواز	Type of document	☐ Passport جواز السفر	☐ Travel document وثيقة سفر	نوع مستند السفر
Issued on	تاريخ إصداره	Valid to			تاريخ انتهاء صلاحيته

General information

معلومات عامة

Purpose of visit	☐ Transit عبور	☐ work عمل	☐ visit زيارة	☐ tourism سياحة	☐ Family visit زيارة عائلية	الغرض من الدخول
Required Period						المدة المطلوبة للإقامة
If it is transit determine destination						إذا كانت عبور اذكر الوجهة

Sponsor type	☐ Government جهة حكومية	☐ Company شركة	☐ Family عائلة	☐ Other اخرى	نوع الضامن
name Sponsor	اسم الضامن				
Address in Libya	عنوان الإقامة في ليبيا	Phone #	رقم الهاتف		

Pervious Entries to Libya

الدخول السابق الى ليبيا

Enclosed Documents				ما المستندات التي تؤيد الطلب:
Have you ever been to Libya				هل سبق لك الدخول الى ليبيا
Last departure date	متى غادرتها	When		متى
Purpose				غرض الزيارة
Last address in Libya				اخر عنوان اقيمت به في ليبيا
Indicate whether said entry was for work or mission - indicate nature of work or mission				إذا كان الدخول لغرض العمل أو المهمة حدد نوع العمل أو المهمة
Indicate destination in case of transit				إذا كان الغرض مرور حدد البلد الذي تقصده
Means of travel				واسطة السفر إليه
References in Libya				اهم المعارف والاصدقاء بليبيا

Signature التوقيع

Date التاريخ