



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:

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

P.O. OR BILLING REF#:

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED E-VISA IS TO BE
EMAILED, IF DIFFERENT FROM THE ONE LIST ABOVE:

EMAIL ADDRESS

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: _____



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VENEZUELA E-VISA MOST COUNTRIES

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED
ABOVE

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$295.00
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: 10 TO 15 DAYS

THIS IS ONLY AN ESTIMATE AND THIS COULD TAKE LONGER.

COMMENTS:

REVISED: 9-30-2026 (EL)

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



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VENEZUELA E-VISA MOST COUNTRIES

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 ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

- 1.) **COPY OF VALID PASSPORT (IN PDF FORMAT)**
 - MINIMUM OF 6 MONTHS VALIDITY
 - AT LEAST TWO BLANK VISA PAGES
- 2.) **ONE (1) COMPLETED SIGNED VISA APPLICATION/REQUEST FORM**
- 3.) **ONE COLOR PASSPORT-TYPE PHOTO (IN JPEG/JPG FORMAT)**
 - MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND, AND NO GLASSES
 - **CAN BE EMAILED** TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS
- 4.) **U.S. COMPANY LETTER** – IF TRAVELING ON BUSINESS
- 5.) **COPY OF YOUR NATIONAL IDENTITY DOCUMENT IF YOU DO NOT HOLD A U.S. PASSPORT**
- 6.) **COPY OF YOUR CURP** – ONLY REQUIRED IF YOU WERE BORN IN MEXICO AND HAVE DUAL NATIONALITY
- 7.) **INVITATION LETTER ALONG WITH THE ID OF THE PERSON WHO SIGNED IT** – THE INVITE MUST HAVE THE PHONE NUMBER & EMAIL ADDRESS OF THE PERSON WHO SIGNS IT IN THE SIGNATURE AREA. IF TRAVELING FOR BUSINESS
- 8.) **COPY OF THE MERCANTILE OR COMMERCE REGISTRY, REGISTRO DE LA EMPRESA (RIF) FISCAL INFORMATION, LETTER FROM THE RESPECTIVE CHAMBER, ASSOCIATION OF COMMERCE OR INDUSTRY** - IF TRAVELING FOR BUSINESS
- 9.) **COPY OF YOUR LATEST BANK STATEMENT OR FINANCIAL SOLVENCY**
- 10.) **CRIMINAL RECORD (FBI LETTER O DECLARACION JURADA DE NO POSEER ANTECEDENTES PENALE)** – IF AVAILABLE. THEY MAY OR MAY NOT REQUEST THIS. WE CAN HELP WITH THE FBI LETTER PROCESS, JUST LET US KNOW.
- 11.) **COPY OF THE HOTEL CONFIRMATION**
- 12.) **COPY OF VALID I.D. (DRIVERS LICENSE)** - U.S. PASSPORT HOLDERS ONLY
- 13.) **COPY OF CONFIRMED ITINERARY** – MUST CONTAIN FLIGHT NUMBER, TICKET NUMBER, AND ENTRY/EXIT
- 14.) **CONSULATE FEE** - \$60.00

CONTINUED...



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VALIDITY: EVISAS ARE NORMALLY VALID FOR MULTIPLE ENTRY UP TO 365 DAYS FROM DATE OF ISSUE. THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE VENEZUELA GOVERNMENT, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF VENEZUELA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY EVISA APPLICATIONS INCONSISTENT WITH VENEZUELA LAWS AND REGULATIONS, OR REVOKE ISSUED EVISAS.

NOTE: WE CAN **NOT** ASSIST APPLICANTS THAT WERE BORN IN VENEZUELA.

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 PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.**
- ALL THE ABOVE REQUIREMENTS CAN CHANGE WITHOUT NOTICE.

REVISED: 9-30-2026 (EL)



REPÚBLICA BOLIVARIANA DE VENEZUELA
MINISTERIO DEL PODER POPULAR PARA RELACIONES EXTERIORES
OFICINA DE RELACIONES CONSULARES

SOLICITUD DE VISA

2 FOTOS
2 PHOTOS

EMISIÓN POR PRIMERA VEZ ISSUE FOR THE FIRST TIME	RENOVACIÓN RENEWAL

1.- DATOS PERSONALES / PERSONAL INFORMATION

APELLIDO: LAST NAME:		NOMBRE: FIRST NAME:	
LUGAR DE NACIMIENTO (ESTADO O PROVINCIA Y PAÍS): PLACE OF BIRTH: (CITY, STATE AND COUNTRY)		FECHA DE NACIMIENTO: DATE OF BIRTH: D/MM/YY	
NACIONALIDAD: NATIONALITY:		SEXO: M() F() GENDER:	
N° DE PASAPORTE ORDINARIO: PASSPORT NUMBER.		FECHA DE EMISIÓN: DATE OF ISSUE: FECHA DE EXPIRACIÓN: EXPIRATION DATE	
ESTADO CIVIL: MARITAL STATUS:			
☐ CASADO () MARRIED ☐ SOLTERO () SINGLE ☐ DIVORCIADO () DIVORCED ☐ VIUDO () WIDOWED ☐ OTRO () OTHER			
DIRECCIÓN COMPLETA DE HABITACIÓN HOME ADDRESS (Include number, street, city, state or province, postal zone and country)		TELÉFONO: TELEPHONE:	
		CORREO ELECTRÓNICO: E-MAIL ADDRESS:	
PROFESIÓN U OCUPACIÓN: PROFESSION OR OCCUPATION:		ÚLTIMOS TRES (03) EMPLEOS: LAST THREE JOBS:	
NOMBRE DE SU ACTUAL EMPLEADOR: PROFESSION OR OCCUPATION:			
CARGO Y DIRECCIÓN DE SU EMPLEO ACTUAL: TITLE AND ADDRESS OF PRESENT EMPLOYER:		NÚMERO TELF. DE OFICINA: BUSSINESS PHONE NUMBER:	
NOMBRE, DIRECCIÓN Y TELÉFONO EN CASO DE EMERGENCIA: NAME, ADDRESS AND PHONE IN CASE OF EMERGENCY:			

2.- DATOS DEL PASAPORTE / PASSPORT DATA

No. PASAPORTE PASSPORT NUMBER: _____	T IPO DE PASAPORTE TYPE OF PASSPORT:
LUGAR DE EMISIÓN PLACE OF ISSUANCE CIUDAD CITY _____ PAÍS COUNTRY _____	* ORDINARIO / ORDINARY () FECHA DE EMISIÓN DATE OF ISSUE: FECHA DE VENCIMIENTO DATE OF EXPIRATION

3.- DATOS SOBRE EL VIAJE / TRAVEL INFORMATION

TIPO DE VISA REQUERIDA: TYPE OF VISA REQUESTED:		
☐ TURISTA / TOURIST	☐ NEGOCIOS/ BUSINESS	☐ TRÁNSITO/ TRANSIT
☐ DIPLOMÁTICA / DIPLOMATIC	☐ CORTESÍA / COURTESY	☐ FAMILIAR/ FAMILY
☐ ESTUDIANTE/ STUDENT	☐ OTRA/OTHER _____	☐ LABORAL/ OCCUPATIONAL
HA TENIDO VISA ANTERIORMENTE? (INDIQUE TIPO Y TIEMPO DE VIGENCIA) HAVE YOU HAD A VISA ABOVE? (INDICATE TYPE AND TIME OF VALIDITY)		
MOTIVO DE SU VIAJE (especifique actividades a desempeñar): WHAT IS THE PURPOSE OF YOUR TRIP? (be specific)		
TIEMPO DE PERMANENCIA EN VENEZUELA HOW LONG WILL YOU STAY IN VENEZUELA?		
¿QUIÉN ES RESPONSABLE ECONÓMICAMENTE POR SU VIAJE? WHO IS RESPONSIBLE FOR YOUR TRIP EXPENSES?		
LUGAR DE ALOJAMIENTO EN VENEZUELA. ESPECÍFIQUE NOMBRE, DIRECCIÓN Y TELÉFONO NAME, ADDRESS & PHONE NUMBER OF WHERE YOU WILL BE STAYING IN VENEZUELA:		
LÍNEA AEREA Y NÚMERO DE VUELO AIRLINE & FLIGHT NUMBER:	FECHA DE ENTRADA ARRIVAL DATE:	FECHA DE SALIDA: DEPARTURE DATE:

4.- INFORMACIÓN ADICIONAL / ADDITIONAL INFORMATION

¿HA VISITADO VENEZUELA ALGUNA VEZ? NO () SI () SI ES AFIRMATIVO, CUANTAS VECES?
HAVE YOU EVER BEEN TO VENEZUELA? NO () YES () IF YES, HOW MANY TIMES?

ESPECIFIQUE LAS FECHAS:
BE SPECIFIC ABOUT DATES:

¿POR CUANTO TIEMPO?
FOR HOW LONG ?

¿POR QUÉ MOTIVO? ESPECIFIQUE
REASON OF YOUR VISIT? BE SPECIFIC

¿OTRAS PERSONAS VIAJEN CON USTED? NO () SI ()
¿OTHER PERSONS TRAVELLING WITH YOU? NO () YES ()

NOMBRE
NAME:

RELACIÓN CON USTED
RELATIONSHIP TO YOU:

NOMBRE
NAME:

RELACIÓN CON USTED
RELATIONSHIP TO YOU:

NOMBRE
NAME:

RELACIÓN CON USTED
RELATIONSHIP TO YOU:

NOMBRE
NAME:

RELACIÓN CON USTED
RELATIONSHIP TO YOU:

¿QUÉ PAISES HA VISITADO USTED EN LOS ULTIMOS CINCO AÑOS?
WHAT COUNTRIES HAVE YOU VISITED IN THE LAST FIVE YEARS?

HA PRESTADO SERVICIO MILITAR?
HAVE YOU PROVIDED MILITARY SERVICE?

¿ALGUNA VEZ SU VISA HA SIDO DENEGADA O REVOCADA? EN CASO DE SER AFIRMATIVO, ESPECIFIQUE
¿HAS YOUR VENEZUELAN VISA EVER BEEN DENIED OR REVOKED? IF YES, EXPLAIN

FECHA / DATE: _____ FIRMA SOLICITANTE / APPLICANT'S SIGNATURE _____



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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.***