



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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REPUBLIC OF CONGO 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: (SEE * BELOW)	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$47.50
☐ 3-DAY	\$37.50
☐ SATURDAY - CALL	
☐ 1 ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY- CALL	

REGULAR PROCESS TIME:	6 TO 10 DAYS

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

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

REVISED: 10-20-2026 (EL)



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REPUBLIC OF CONGO – BUSINESS VISA APPLICATION

Applicant Document Checklist

Please submit the following documents and requirements for your business visa application:

☐ **1. U.S. Passport**

- Must be valid for at least six (6) months.
- Must contain at least one (1) blank visa page.

☐ **2. Passport-Type Photographs**

- Two (2) recent, identical passport photographs.
- Photo size: 2 x 2 inches.

☐ **3. Visa Application Forms**

- Two (2) completed application forms.

☐ **4. Invitation Letter from the Republic of Congo**

- Letter from the inviting company in the Republic of Congo.
- Copy of the *Certificat d'Hébergement* (Certificate of Accommodation).
- A signed copy of the invitation letter is acceptable, provided it is clear and legible.

☐ **5. U.S. Company Letter of Guarantee**

The letter must:

- Be printed on U.S.-based company letterhead.
- Be addressed to the Embassy of the Republic of Congo, Visa Section.
- State the nature of the business to be conducted.
- Include the name and address of a contact reference in the Republic of Congo.
- Guarantee sufficient funds for the applicant's expenses.
- Guarantee return transportation.

Continued...



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☐ 6. Travel Itinerary

- Copy of the applicant's travel itinerary.

☐ 7. Consular Visa Fee

- Fee: **\$160.00**

VISA VALIDITY INFORMATION

Business visas are typically issued for multiple entries and may be valid for six (6) months from the date of issuance. The visa validity and permitted length of stay are determined at the discretion of the visa officer.

Document Revision Date: October 20, 2026



Embassy of the Republic of Congo - Visa Section
1720 16th Street, NW Washington, D.C 20009

DEMANDE DE VISA

Visa Application

Demande pour un visa de:

Visa application for

☐ TRANSIT ☐ COURT SEJOUR ☐ LONG SEJOUR
Short stay Long stay

PHOTO

2inches x 2inches

1. Nom (*family name*)

2. Prénoms (*given name/first name*)

3. Nom de jeune fille (*maiden name*)

4. Date de naissance
(jour-mois-année)
Date of birth
(day-month-year)

5. Lieu de naissance
(*Place of birth*)

7. Nationalité actuelle
(*Current nationality*)

6. Pays de naissance
(*Country of birth*)

8. Nationalité à la naissance, si différente
(*Nationality at birth if different*)

9. Sexe (*Sex*)

☐ Masculin (*Male*)
☐ Féminin (*Female*)

10. Etat civil (*marital status*)

☐ Célibataire-single ☐ Marié(e)-married
☐ Séparé(e)-separated ☐ Divorcé(e)-divorced
☐ Veuf(veuve)-widow(er) ☐ Autres (veuillez préciser)
Other (specify please)

11. Nom et prénom(s) du conjoint (*full spouse name*)

12. Nombre d'enfants (*number of children*)

13. Age (*age*)

14. N° du passeport (*passport n°*)

15. Délivré le (*date of issuance*)

16. Expire le (*date of expiration*)

17. Numéro de téléphone (*telephone number*)

18. Adresse électronique (*E-mail address*)

19. Profession (*occupation*)

20. Nature et durée du visa sollicité (*type of visa and period of stay requested*)

21. Motifs détaillés du voyage (*purpose of the journey*)

22. Résidence actuelle (*current address*)

23. Etes-vous déjà venu au Congo? ☐ OUI (*yes*) ☐ NON (*no*)
Have you ever visited the Congo?

24. Quand et où? (*when and where*)?

25. Avez-vous déjà habité le Congo pendant plus de 3 mois? ☐ OUI(yes) ☐ NON(no) <i>Have you ever lived in the Congo for more than 3 months?</i>	
26. A quelle(s) date(s)? <i>On which date(s)?</i>	
27. Date d'arrivée et lieu d'entrée <i>Date of arrival and port of entry</i>	28. Date de départ et lieu de sortie <i>Date of departure and port of exit</i>
29. Indications de vos adresses exactes durant votre séjour <i>Indication of your exact addresses during your stay in Congo</i>	
30. Comptez-vous installer un commerce ou une industrie au Congo? ☐ OUI(yes) ☐ NON(no) <i>Do you intend to set up a firm or manufacturing unit in Congo?</i>	
31. Où comptez-vous vous rendre en quittant le Congo? <i>Where do you intend to go when leaving the Congo?</i>	

Ma signature engage ma responsabilité et m'expose aux poursuites prévues par la loi en cas de fausse déclaration et à me voir refuser tout visa à l'avenir.

I hereby certify to the truth of all the above, I realize that any false statement renders me liable to legal suit, and that I may be denied any visa in the future.

Lieu et date <i>Place and date</i>	Signature (Pour les mineurs, signature de l'un des parents/du tuteur légal) <i>(For minors, signature of one of the parents/legal guardian)</i>
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OFFICIAL USE ONLY

AVIS ADMINISTRATIF

Fac-similé du visa apposé sur le passeport de l'intéressé

Visa n°.....

Pour permettre à Mr.....

De nationalité..... titulaire du present passeport de séjourner en

République du Congo pour une période de

Allant du au

WASHINGTON DC, LE



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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.*