

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: vipinfo@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 FAX OR 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

FAX 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

FAX 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, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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EGYPT BUSINESS VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1		

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
<input type="checkbox"/> OTHER FEES: <u>OUT OF JURISDICTION FEE (WHEN APPLICABLE)</u>	
ADD RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	5 TO 7 DAYS
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COMMENTS: DO NOT PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND. FOR REQUESTS PROCESSED IN CHICAGO OR LOS ANGELES, THERE WILL BE AN ADDITIONAL \$58.00 CHARGE FOR PROCESSING IN THESE JURISDICTIONS.

REVISED 1-24-2019 JENN

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EGYPT BUSINESS VISA

NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED PASSPORT** (MUST BE VALID FOR A MINIMUM OF 6 MONTHS AND HAVE AT LEAST 1 BLANK VISA PAGE)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) **ONE (1) COMPLETED APPLICATION**
- 4.) **PROOF OF VALID U.S. STATUS:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF VALID U.S. GREEN CARD
 - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 5.) **COPY OF TRAVEL ITINERARY**
- 6.) **COMPANY LETTER OF GUARANTEE**
- 7.) **CONSULATE FEES:**

NATIONALITIES	SINGLE BUSINESS/ENTRY	MULTIPLE BUSINESS/ENTRY
OTHER NATIONALS	\$ 40.00	\$ 55.00
CANADA (Family Passport)	\$ 115.00	\$ 155.00
CANADA (Individual Passport)	\$ 65.00	\$ 85.00
CYPRUS	\$ 40.00	\$ 55.00
DENMARK	\$ 40.00	\$ 55.00
FINLAND	\$ 40.00	\$ 55.00
GERMANY	\$ 40.00	\$ 55.00
GUINEA	\$ 40.00	\$ 55.00
NIGERIA	\$ 75.00	\$ 125.00
NORWAY	\$ 40.00	\$ 55.00
RUSSIA	\$ 40.00	\$ 55.00
SOUTH AFRICA	Gratis	Gratis
SWEDEN	\$ 40.00	\$ 55.00
UNITED KINGDOM	\$ 95.00	\$ 160.00
ZIMBABWE	\$ 45.00	\$ 70.00

CONTINUED →

Specializing in Visas, Passports, Document Legalization and Translations

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<u>NATIONALITIES REQUIRING PRE-ARRIVAL VISA PRIOR TO ENTERING EGYPT</u>					
AFGHANISTAN	ALGERIA	ARMENIA	AZERBAIJAN	BANGLADESH	BOSNIA – HERZEGOVINA
CHECHNYA	CROATIA	GEORGIA	INDIA	INDONESIA	IRAQ
IRAN	ISRAEL	KAZAKHSTAN	KIRGHIZIA	LEBANON	MACAU
MACEDONIA	MALAYSIA	MOLDAVIA	MOROCCO	PAKISTAN	PALESTINE
PHILIPPINES	RUSSIA	SERBIA/ MONTENEGRO	SLOVENIA	SRI LANKA	TADZHIKISTAN
THAILAND	TUNISIA	TURKMENISTAN	UKRAINE	UZBEKISTAN	ALL AFRICAN COUNTRIES

<u>NATIONALITIES REQUIRING PRE-APPROVAL PRIOR TO CONSULATE GRANTING VISA</u>					
ERITREA	ETHIOPIA	BURUNDI	RWANDA	LIBERIA	GHANA
SIERRA LEONE	MALI	NIGER	CHAD	AFGHANISTAN	IRAQ
PALESTINE	PHILIPPINES	LEBANON (AGES 16 – 50 YRS OLD)	MOROCCO	MAURITANIA	NIGERIA
TUNIS	BOSNIA (OF EGYPTIAN ORIGIN)	CONGO	CHINA	SOMALIA	ALGERIA
CYPRUS	SUDAN	THAILAND	KOSOVO	LIBYA (MEN, 18 - 45 YRS OLD)	PAKISTAN
MOLDOVA (FEMALE, 15 – 35 YEARS OLD)	SYRIA	TURKEY			

****APPLICANTS NEEDING PRE-APPROVAL NEED TO APPLY 4 – 6 WEEKS PRIOR TO INTENDED DATE OF TRAVEL.**

VALIDITY: VISAS ARE ISSUED FOR SINGLE OR MULTIPLE ENTRIES. IF MULTIPLE ENTRIES ARE REQUIRED, PLEASE STATE SO ON THE APPLICATION AND COMPANY LETTER.

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EGYPT CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, COLORADO, KANSAS, LOUISIANA, MISSISSIPPI, MISSOURI, NEW MEXICO, OKLAHOMA, TENNESSEE, TEXAS

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, PUERTO RICO, RHODE ISLAND, VERMONT

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

PROCESSING TIME: 5 TO 10 BUSINESS DAYS

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, KENTUCKY, MICHIGAN, MINNESOTA, NEBRASKA. NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

[CLICK HERE](#) FOR THE **CHICAGO** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 BUSINESS DAYS

LOS ANGELES CONSULATE

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO, MONTANA, NEVADA, UTAH, WASHINGTON, WYOMING

[CLICK HERE](#) FOR THE **LOS ANGELES** VISA APPLICATION FORM

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

WASHINGTON, D.C. EMBASSY

JURISDICTION: D.C., DELAWARE, FLORIDA, GEORGIA, MARYLAND, NORTH CAROLINA, SOUTH CAROLINA, VIRGINIA, WEST VIRGINIA

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

PROCESSING TIME: 9 TO 11 DAYS

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

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.