

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto: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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## EQUATORIAL GUINEA ENTRY VISA *NON-U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO(S):	<u>2</u>	ITINERARY/TICKET:	<u>1-COPY</u>
COMPANY LETTER:	<u>1*</u>	POLICE CLEARANCE LETTER:	<u>1</u>
BANK STATEMENT:	<u>1-COPY*</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1-COPY</u>	ENTRY AUTHORIZATION:	<u>1-COPY</u>

OTHER: PLEASE ALSO SEND A COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>).

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

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE:	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: ( <i>LESS THAN 4 DAYS RUSH</i> )	<u>                    </u>
OTHER FEES: _____	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 4 DAYS OR LESS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$20.00 SPECIAL HANDLING FEE).

COMMENTS: \*SEE NEXT PAGE(S) FOR MORE DETAILED INFORMATION

REVISED: 11-7-2017 (JENN)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## EQUATORIAL GUINEA ENTRY VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **VALID SIGNED PASSPORT**
  - MINIMUM OF 6 MONTHS VALIDITY
  - TRAVEL DOCUMENTS ARE NOT ACCEPTED BY EMBASSY/CONSULATE
- 2.) **TWO (2) COMPLETED VISA APPLICATIONS**
- 3.) **TWO (2) PASSPORT TYPE PHOTOS**
- 4.) **COPY OF HOTEL CONFIRMATION**
- 5.) **COPY OF TRAVEL ITINERARY**
- 6.) **COPY OF IMMUNIZATION BOOKLET**
- 7.) **COPY OF ENTRY AUTHORIZATION** ISSUED BY THE SAFETY DEPARTMENT IN EQUATORIAL GUINEA
- 8.) **COPY OF INVITATION LETTER** – MUST BE ISSUED BY THE E.G. GOVERNMENT, PRIVATE COMPANY , OR INDIVIDUAL
- 9.) **PROOF OF U.S. STATUS** – PLEASE SUBMIT ONE OF THE FOLLOWING
  - COPY OF THE FRONT AND BACK OF YOUR GREEN CARD
  - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 10.) **COMPANY LETTER OF GUARANTEE** (*BUSINESS VISITS ONLY*)
- 11.) **COPY OF MOST RECENT BANK STATEMENT** SHOWING MINIMUM BALANCE OF \$2,000 (*TOURIST VISITS ONLY*)
- 12.) **POLICE CLEARANCE LETTER** – MUST BE ISSUED WITHIN 3 MONTHS OF SUBMISSION
- 13.) **CONSULATE FEES:**    **\$200.00** – SINGLE ENTRY, REGULAR PROCESS  
   **\$250.00** – SINGLE ENGRY, RUSH PROCESS

**VALIDITY:** THE CONSULATE IN HOUSTON WILL TYPICALLY ISSUE A SINGLE ENTRY VISA. THE VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE SITUATION. THE CONSULATE RECOMMENDS THAT THE APPLICANT SHOULD NOT PURCHASE A NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA IS ISSUED AND THE PASSPORT IS IN-HAND.

**NOTE:** TRAVELER MUST ENTER WITHIN 60 DAYS FROM THE DATE OF ISSUANCE.

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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,

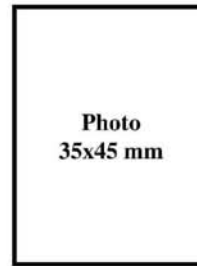
**(SUPERVISORS SIGNATURE)**

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**



**Embassy of the Republic  
of Equatorial Guinea in  
Washington, D.C.**



**Visa Application**

1. Surname(s)		<b>SPACE RESERVED FOR THE EMBASSY OR CONSULATE</b>  Fecha de solicitud:  Tramitado por:  <b>Documentos presentados:</b> Pasaporte Válido <input type="checkbox"/> Medios financieros <input type="checkbox"/> Invitación <input type="checkbox"/> Medio de transporte <input type="checkbox"/> Referencia válida <input type="checkbox"/> Residencia en G.E. <input type="checkbox"/> Residencia en:..... <input type="checkbox"/> Otros: ..... <input type="checkbox"/>  <b>Visado:</b> Denegado <input type="checkbox"/> Concedido <input type="checkbox"/>  <b>Características del visado:</b> Alternativo <input type="checkbox"/> Cortesía <input type="checkbox"/> Diplomático <input type="checkbox"/> Estudiante <input type="checkbox"/> Limitado <input type="checkbox"/> Negocios <input type="checkbox"/> Permanente <input type="checkbox"/> Tránsito <input type="checkbox"/> Doble tránsito <input type="checkbox"/> Turismo <input type="checkbox"/> Otro:..... <input type="checkbox"/>  <b>Número de entradas:</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Múltiple <input type="checkbox"/>  Válido de:..... Válido ar:..... Válido para:.....
2. If applicable, maiden name		
3. Name(s)		
4. Date of Birth (dd-mm-yyyy)	5. Number of personal identification document	
6. Place and country of birth		
7. Current nationality/ies	8. Nationality by birth	
9. Sex Male      Female	10. Marital status: Single      Married      Separated Divorced      Widowed      Other	
11. Father's name	12. Mother's name	
13. Type of passport: a. National passport      b. Diplomatic passport      c. Service passport d. Seaman's Passport      e. Travel document (1951 Convention)      f. Foreign national passport g. Other type of travel document (please specify) .....		
14. Passport number	15. Issued by	
16. Date of issue	17. Valid until	
18. If you reside in a country other than your country of origin, do you have permission to return to that country? No    Yes (number and validity).....		
* 19. Current occupation		
* 20. Employer and employer's address and telephone number. For students, name and address of school.		
21. Main destination	22. Type of Visa Airport transit      Transit      Individual Short stay      Long stay      Collective	
23. Visa	24. Number of entries requested Single    Two    Three    Four Five    Six    Multiple	
25. Duration of stay 10 days    20 days    30 days	26. Other visas (issued during the past two years) and their period of validity	
27. In the case of transit, do you have an entry permit for the final country of destination? No    Yes, (valid until):      Issuing authority:		
* 28. Previous stays in Equatorial Guinea:		

\* The questions marked with an asterisk (\*) do not have to be answered by family members of EG citizens (spouse, child or parents/grandparents). Family members of EG citizens have to present documents to prove this relationship.

