

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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GABON 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):	2
PASSPORT TYPE PHOTO (S):	2	TRAVEL ITINERARY:	1-COPY
INVITATION LETTER:	1	COMPANY LETTER	1
INT'L HEALTH CERTIFICATE:	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 FEE:	\$6.00
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	_____
OTHER FEES: _____	_____
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
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: _____

REVISED 12-17-2019JENN

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GABON BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) PASSPORT
 - MINIMUM OF 6 MONTHS REMAINING VALIDITY
 - AT LEAST ONE BLANK VISA PAGE
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) TWO (2) COMPLETED APPLICATIONS
- 4.) ONE (1) COMPANY LETTER OF GUARANTEE
- 5.) ONE (1) COPY OF INVITATION
- 6.) COPY OF TRAVEL ITINERARY
- 7.) CLEAR COPY OF THE INTERNATIONAL HEALTH CERTIFICATE SHOWING YELLOW FEVER IMMUNIZATIONS
- 8.) U.S. STATUS (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF THE U.S. GREEN CARD
 - ORIGINAL U.S. VISA & I-94 (VISIT: <https://i94.cbp.dhs.gov/>)
- 9.) CONSULATE FEE:

PROCESS REQUEST	PROCESS TIMES	CONSULATE FEE
REGULAR	5 TO 7 DAYS	\$160.00
RUSH	2 TO 3 DAYS	\$200.00

VALIDITY: THE VISAS VALIDITY RANGES FROM A SINGLE ENTRY VISA (VALID FOR A STAY FROM 1 – 4 MONTHS) TO A (5) FIVE YEAR MULTIPLE ENTRY. THE VALIDITY OF THE VISA IS DETERMINED ON AN INDIVIDUAL BASIS BY THE ISSUING VISA OFFICER.

REVISED 12-17-2019 JENN

**AMBASSADE DE LA REPUBLIQUE GABONAISE
AUX ETATS UNIS**

Nom
Name:

NOM DE JEUNE FILLE
Maiden name :
.....

NE LE à
Born on Place of Birth

PRENOMS
First name :
.....

D'ORIGINE
of birth:.....

NATIONALITE
Citizenship

ACTUELLE
Now:.....

SITUATION DE FAMILLE ENFANTS AGES
Family status: Children: Ages:

DOMICILE HABITUEL
Permanent Address :

Photographic
Photograph

RESIDENCE ACTUELLE
Present Address.....

TELEPHONE..... PROFESSION.....
Area Code.....

DATE D'ENTRÉE AU GABON
Date of entry in Gabon.....

PAYS DE PROVENANCE
Arriving from.....

No.de Passeport
Passport.....

COMBIEN DE TEMPS RESTEREZ-VOUS AU GABON?
How long do you intend to stay in Gabon?

Délivré le
Date of issue.....

DATE DU DEPART DU GABON NO. DE VOL
Date of Departure Flight No

Par
By whom.....

PAYS DE DESTINATION NO. DE VOL
Destination Flight No

Valable jusqu' a
Valid until.....

AVEZ-VOUS DEJA HABITE LE GABON PENDANT PLUS DE 3 MOIS
CONSECUTIFS?
Have you already lived in Gabon longer than 3 months without interruption?.....
PRECISEZ QUELLES DATES

When?.....

INDICATION PRECISE DU LIEU D'ENTRÉE AU GABON.

Indicate port of entry.....

Visite de courtoisie : Tourisme : Officiel : Affaires :

MOTIFS DU VOYAGE :

Purpose of journey

Courtesy visit: Tourism: Official Business: v.i.p. to meet:

Indiquez avec précision les noms et les adresses exactes des commerçants ou des industries que vous désirez rencontrer s'il s'agit d'un voyage d'affaires.

Indicate precisely the names and addresses of merchants and industrialists you wish to meet on your business trip.

.....
.....

Attaches familiales au Gabon (adresses exactes)

Family connections in Gabon (exact addresses).....

.....

Références dans le pays de résidence.

References in the country of applicant's residence.....

.....

Indication de vos adresses pendant votre séjour au Gabon.

Indicate your exact addresses in Gabon during your stay there.....

.....

Comptez-vous installer au Gabon un commerce ou une industrie?

Do you intend establishing a business or industry in Gabon?.....

Où comptez-vous rendre en sortant du Gabon?

Where do you intend proceeding to when leaving Gabon?.....

Vous engagez-vous à n'accepter aucun emploi rémunéré ou non payé durant votre séjour au Gabon, à ne pas chercher à vous y installer et à QUITTER LE TERRITOIRE GABONAIS À L'EXPIRATION DU VISA qui vous sera éventuellement accordé ?

Do you undertake during your stay in Gabon not to accept any employment, paid or unpaid, or to try to settle there permanently and to leave Gabonese territory on the expiration of the visa granted to you?.....

Ma signature engage ma responsabilité et m'expose en sus de poursuites prévues par la loi en cas de FAUSSE DECLARATION, à me voir REFUSER TOUT VISA À L'AVENIR.

My signature binds me and makes me liable to prosecution in case of false declaration and to refusal of my visa in the future.

A.....date.....20.....

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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.