

ATTENTION:

During the situation with Covid 19 our office will temporarily be charging a \$50.00 Pandemic staffing surcharge fee to cover the additional expenses when processing visa request.

Once the pandemic has been brought under control and the Consulates/Embassies are back to running 100% we will be back to charging our standard fees.

Thank you,
VIP Passport Services,
Inc.

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



SURINAME VISIT E-VISA

CITIZENS OF THE FOLLOWING COUNTRIES ARE ELIGIBLE TO APPLY FOR A SURINAME E-VISA:

- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Armenia
- Australia
- Austria
- Azerbaijan
- Bahrain
- Bangladesh
- Belarus
- Belgium
- Benin
- Bhutan
- Bolivia
- Bosnia&Herzegovina
- Botswana
- Brunei
- Bulgaria
- Burkina Faso
- Burundi
- Cambodia
- Cameroon
- Canada
- Cabo Verde
- Central African Republic
- Chad
- Chile **
- China**
- Colombia **
- Comoros
- Congo, Democratic Republic of the
- Congo, Republic of the
- Costa Rica **
- Cote d'Ivoire
- Croatia
- Cuba **
- Cyprus
- Czech Republic
- Denmark **
- Djibouti
- Dominican Republic
- East Timor (see Timor-Leste)
- Ecuador **
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia
- Fiji
- Finland
- France
- Gabon
- Gambia
- Georgia
- Germany
- Ghana
- Greece
- Guatemala
- Guinea
- Guinea-Bissau
- Honduras
- Hong Kong **
- Hungary
- Iceland
- India **
- Indonesia **
- Iran
- Iraq
- Ireland
- Italy
- Jamaica
- Japan **
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Kosovo
- Kuwait
- Kyrgyzstan
- Laos
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libya
- Liechtenstein
- Lithuania
- Luxembourg
- Macau
- Madagascar
- Malawi
- Malaysia ##
- Maldives
- Mali
- Malta
- Marshall Islands
- Mauritania
- Mauritius
- Mexico
- Micronesia
- Moldova
- Monaco
- Mongolia
- Montenegro
- Morocco
- Mozambique
- Namibia
- Nauru
- Nepal
- Netherlands
- New Zealand
- Nicaragua
- Niger
- Nigeria
- North Korea
- North Macedonia
- Norway
- Oman
- Pakistan
- Palau
- Palestinian Territories
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines ##
- Poland
- Portugal
- Qatar
- Romania
- Rwanda
- Samoa
- San Marino
- Sao Tome and Principe
- Saudi Arabia
- Senegal
- Serbia ##
- Seychelles
- Sierra Leone
- Singapore
- Slovakia
- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Korea
- South Sudan
- Spain
- Sri Lanka
- Sudan
- Swaziland (See Eswatini)
- Sweden**
- Switzerland
- Syria
- Taiwan
- Tajikistan
- Tanzania
- Thailand
- Togo
- Tonga
- Tunisia
- Turkey
- Turkmenistan
- Tuvalu
- Uganda
- Ukraine
- United Arab Emirates
- United States of America
- United Kingdom
- Uruguay **
- Uzbekistan
- Vanuatu
- Vatican City
- Venezuela**
- Vietnam
- Yemen
- Zambia
- Zimbabwe

**** VISA EXEMPTION FOR HOLDERS OF DIPLOMATIC, SERVICE, AND OFFICIAL PASSPORTS**

VISA WAIVER FOR 30 DAYS STAY - TOURIST PURPOSES

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WORK ORDER REQUEST FORM

ELECTRONIC REQUESTS

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN INFORMATION

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,
IF DIFFERENT FROM THE ONE LISTED ABOVE

EMAIL FOR RETURN OF DOCUMENT:

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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SURINAME VISIT E-VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

| | | | |
|-----------------------|---------------|------------------|---------------|
| VALID PASSPORT | 1-COPY | APPLICATION (S) | 1-COPY |
| PASSPORT TYPE PHOTO | 1-COPY | TRAVEL ITINERARY | 1-COPY |
| HOTEL CONFIRMATION | 1-COPY | COMPANY LETTER | SEE NEXT PAGE |
| INVITATION W/ I.D. | 1-COPY | REFERENCE LETTER | SEE NEXT PAGE |
| BUSINESS CERTIFICATES | SEE NEXT PAGE | | |

ALL NON – U.S. PASSPORT HOLDERS MUST ALSO SUBMIT COPIES OF THEIR 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) | <u>\$125.00</u> |
| CONSULATE FEE: (SEE NEXT PAGE) | <u> </u> |
| MONEY ORDER FEE: | <u>\$6.00</u> |
| OTHER FEES: _____ | <u> </u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE) | <u> </u> |

RETURN SHIPPING FEES (SELECT ONE)

THE E-VISA WILL BE EMAILED BACK TO THE REQUESTER, SO PLEASE BE SURE THAT THE EMAIL ADDRESS LISTED ON THE WORK ORDER IS CORRECT.

REGULAR PROCESS TIME: **4 TO 5 DAYS**

COMMENTS: _____

REVISED: 3-28-2022 IM/EL

Specializing in Visas, Passports, Document Legalization and Translations

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SURINAME E-VISA NON-U.S. PASSPORT HOLDER

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.) **COLOR COPY OF VALID PASSPORT**
 - MUST HAVE AT LEAST TWO BLANK VISA PAGES
 - MINIMUM OF 6 MONTHS VALIDITY
- 2.) **ONE (1) COMPLETED APPLICATION FORM**
- 3.) **ONE COLOR PASSPORT-TYPE PHOTO IN JPEG FORMAT**
 - MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND
 - CAN BE EMAILED TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS
- 4.) **COPY OF HOTEL CONFIRMATION/PROOF OF ACCOMMODATION**
- 5.) **COMPANY LETTER OF GUARANTEE (BUSINESS VISITS ONLY)**
- 6.) **COPY OF INVITATION FROM GUARANTOR IN SURINAME** – MUST ALSO BE ACCOMPANIED BY A COPY OF GUARANTOR'S I.D.
- 7.) **COPY OF LETTER OF REFERENCE FOR THE BUSINESS PARTNER IN SURINAME (BUSINESS VISITS ONLY)**
- 8.) **COPY OF EXTRACT/CERTIFICATE OF CHAMBER OF COMMERCE & INDUSTRY (BUSINESS VISITS ONLY, NOT TO BE OLDER THAN 6 MONTHS)**
- 9.) **COPY OF ROUND-TRIP TRAVEL ITINERARY**
 - MUST SHOW PORTS OF ENTRY INTO AND EXIT FROM SURINAME
- 10.) **PROOF OF VALID U.S. STATUS** (PLEASE SUBMIT COPIES OF ONE OF THE FOLLOWING):
 - COPY OF FRONT/BACK OF GREEN CARD
 - ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 11.) **CONSULATE FEES:**

| <u>TYPE OF VISA</u> | <u>VALIDITY</u> | <u>LENGTH OF STAY</u> | <u>CONSULATE FEE</u> |
|----------------------------|------------------------|------------------------------|-----------------------------|
| TOURIST | 3 MONTHS | 90 DAYS | \$74.00 |
| | 12 MONTHS | 90 DAYS | \$224.00 |
| | 36 MONTHS | 90 DAYS | \$214.00 |
| BUSINESS | 3 MONTHS | 60 DAYS | \$114.00 |
| | 24 MONTHS | 90 DAYS | \$374.00 |

12.)

VALIDITY: E-VISAS ARE USUALLY ISSUED FOR MULTIPLE ENTRIES. THE VALIDITY WILL BE REFLECTED ON THE APPROVED E-VISA. THE LENGTH OF STAY PER VISIT WILL BE ISSUED UP TO 90 DAYS. THE FINAL DECISION AS TO THE LENGTH OF VALIDITY AND THE NUMBER ENTRIES IS MADE BY THE EMBASSY/CONSULATE ON A CASE-BY-CASE BASIS. ONLY SURINAMESE ORIGIN APPLICANTS CAN OBTAIN THE 36 MONTH MULTIPLE ENTRY VISA.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (VIPINFO@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.
- IF YOU DO NOT QUALIFY FOR AN E-VISA (I.E. – REASON FOR TRAVEL IS FOR SOMETHING OTHER THAN BUSINESS OR TOURISM), PLEASE CONTACT OUR OFFICE FOR ADDITIONAL/ALTERNATE INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.
- DUE TO INTERNATIONAL EXCHANGE RATES, CONSULATE FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

REVISED: 3-28-2022 (EL)

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT LEGALIZATION AND TRANSLATIONS

12. Heeft U ooit eerder een aanvraag ingediend voor een Surinaams visum/Have you ever applied for a Suriname visa?

Nee/ No

Ja/ Yes

Waar/Where?

Wanneer/When?

Welk soort visum/What kind of visa?

Visum werd verleend?/ Visa was issued?

Visum werd geweigerd/Visa was denied?

13. Bent U eerder geweest in de Republiek Suriname/Have you ever been in the Republic of Suriname?

Nee/No

Ja/Yes

Wanneer/When?

Hoelang/How long?

Referent/Reference?

14. Wat is het doel van Uw reis/What is the purpose of your trip?

vakantie/vacation

transit/transit

zaken/business

studie/training *1

arbeid/labour

orientatie/orientation

ziekte/overlijdensgeval
in case of illness/death

gezinshereniging *2
familyreunion

*1 mbt studie/training, dient U de nodige documenten over te leggen

incase of a study or training, you need to produce some documents

*2 indien U voor gezinshereniging komt, in welke relatie staat U tot de persoon die reeds in Suriname is?

If you are coming for a familyreunion, please explain the relationship with the person in Suriname?

15. Voorgenomen duur van Uw verblijf/How long do you plan to stay?

Dag(en/ Day(s))

| | | |
|--|--|--|
| | | |
|--|--|--|

Ticket no. periode ticket t/m

16. Wat zijn Uw middelen van bestaan gedurende Uw verblijf/

What will be your financial support during your stay?

17. Verblijfplaats en adres in de Republiek Suriname/ At what address(es) will you stay in the Republic of Suriname?

a. Naam/Name

b. Adres/Address

c. Telefoon no./ Telephone nr.

18. Welke referenties heeft U in de Republiek Suriname/ What reference do you have in the Republic of Suriname?

a. naam/name

b. adres/address

c. Telefoon no./Telephone no.

19. Bent U van plan tijdens Uw vakantie in Suriname landen in de regio te bezoeken/Are you planning to visit the region during your vacation in Suriname?

Nee/No

Ja/Yes

welke landen/which countries?

Heeft U een visum nodig/Do you need a visa?

20. Heeft U eerder vakantie daar doorgebracht? Have you ever been on vacation there?

Zo ja, welke plaatsen, waar, wanneer/If yes, where and when?

21. Reist U in gezelschap van Uw echtgeno(o)t(e) en/of Uw kinderen? Zo ja, vermeldt dan de na(a)m(en) en de geboortedat(a)um van deze laatsten/

Will you be accompanied by your spouse and/ or your children? If so, state their names and dates of birth

Naam/Name

Geb.datum/date of birth

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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.