

## Philippines Business visa Application



**IMPORTANT: Please enter your contact information**

**Name:**

**Email:**

**Tel:**

**Mobile:**

**The latest date you need your passport returned in time for your travel:**



### Philippines business visa checklist

- Filled out and signed Philippines business visa application form.** The form is enclosed.
- Original passport.** Passport must have at least 6 months remaining validity and have at least 1 visa page.
- 1 Photographs.** Standard passport photographs 2x2 inches on a white background.
- Payment.** Credit Card Authorization form, Certified Check, or Money Order payable to VisaHQ.com.
- Return mailer.** Prepaid self-addressed return label or payment for FedEx.



If you wish to prepay return shipping, please add the shipping fee to the total and provide the return shipping address:

- FedEx 2nd day delivery - add \$15
- FedEx Standard Overnight - add \$20
- FedEx Priority Overnight - add \$25
- FedEx Saturday delivery - add \$45
- FedEx First Overnight - add \$65
- Prepaid self addressed mailer - \$0
- Local pick up in Washington, D.C. - \$0

**Name:**

**Company:**

**Address:**

**City:**

**State:**

**Zip:**

- Itinerary.** Copy of round trip tickets or confirmed itinerary.
- Business Letter.** A business letter from either the sending company in the US or sponsoring company in Philippines. The letter should be printed on company letterhead stationery, addressed to the Embassy of Philippines, and signed by a senior manager (an equivalent to Vice-President or above). Business letters from US companies should adhere to the following guidelines:
  - Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
  - State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Philippines.
  - Specify the type and desired validity of the visa (ie. one year multiple entry business visa).
  - Guarantee of sufficient funds for travel.



**Mail documents to:** VisaHQ.com Inc.  
2005 Massachusetts Avenue  
Washington, DC 20036  
Tel: (800)345-6541

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## Philippines business visa fees for citizens of United States

	Type of visa	Max. validity	Embassy fee	Our fee	Processing time	Total
	Single entry	up to 90 days	\$30.00	\$44.95	3-4 business days	\$74.95
	Multiple entry	up to 180 days	\$60.00	\$49.95	3-4 business days	\$109.95
	Multiple entry	up to 365 days	\$90.00	\$59.95	10 business days	\$149.95





**APPLICATION SHALL BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY AND ALL REQUIREMENTS SUBMITTED, OTHERWISE APPLICATION SHALL BE RETURNED UNPROCESSED.**

\* ADDITIONAL SPACE TO ANSWER NO. 29, 30 OR 31

36.

I understand that I may enter the Philippines at the port of entry designated by the Philippine Immigration Authorities under the conditions imposed by those authorities.

I solemnly swear under penalty of law that the foregoing statements are true and correct, and all supporting documents are authentic.

\_\_\_\_\_ **Date of Application**

\_\_\_\_\_ **Printed Name and Signature of Applicant**

**IMPORTANT: IF APPLICANT IS UNABLE TO APPLY IN PERSON, THIS FORM SHALL BE NOTARIZED.**

37.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_  
at \_\_\_\_\_, the affiant exhibiting the following  
identification (type) \_\_\_\_\_ number \_\_\_\_\_,  
issued at \_\_\_\_\_, on \_\_\_\_\_.

\_\_\_\_\_ **NOTARY PUBLIC**

\_\_\_\_\_ **CONSUL**

**FOR OFFICIAL USE ONLY**