

TEXAS TOWER

PASSPORT AND VISA SERVICES

2020 Montrose Blvd, Suite 400

<http://www.texastower.net>

Phone (713) 874-1420

Houston, Texas 77006

Fax (713) 874-1245

Ghana

Visa Requirements for US Citizens

TOURIST:

1. Valid, Signed US Passport, with at least six (6) months remaining validity, with at least three (3) blank visa pages.
2. Two (2) visa application form. Be sure to fill out and sign application form completely.
3. Two (2) recent passport size photo.
4. Copy of driver's license.
5. Bank Statements
6. For non US citizens a copy of status in the US
7. Travel itinerary or copy of airline tickets.

BUSINESS:

1. Valid, Signed US Passport, with at least six (6) months remaining validity, with at least three (3) blank visa pages.
2. Two (2) visa application forms. Be sure to fill out and sign application form completely.
3. Two (2) recent passport size photographs.
4. Business cover letter from the company in the USA.
5. Yellow Fever copy
6. Copy of driver's license.
7. For non US citizens a copy of status in the US
8. Travel itinerary or copy of airline tickets.

Processing Time: 2-3 Business Days

Revised: 04/26/11

Instructions for sending your Ghana Visa to Texas Tower

1. Gather the requirements listed above.
2. Fill out the form below.
3. Federal Express your requirements, order form (below) and payment to:

Texas Tower Passport and Visa Services
2020 Montrose Blvd, Suite 400
Houston, Texas 77006
713-874-1420

Please print this page, fill it out and send to us with your information

Name(s): _____

Address to return passport(s): _____

Have Fed Ex deliver without a signature? City: _____

State: _____

Yes No

Zip Code: _____

Phone numbers: (w) _____ (h) _____

Email address: _____

Date of Departure: _____

Costs

All fees below include consulate fee, Texas Tower service fee and return delivery by Federal Express

Send one check for the amount above or fill out your credit card number below.

Tourist Visa: \$325.00

Business Visa: \$325.00

Credit card number: _____ **expires:** _____

Signature: _____

BUSINESS COVER LETTER
(Company letter of Guarantee)
SAMPLE ONLY
FOR BUSINESS VISAS ONLY

The following letter is to be typed onto your company letterhead

Date _____

Consulate of _____(Country Name)_

Dear Sirs

This letter is to introduce _____(Applicant's Name)_____, the _____(Position)_____ with (Company name) _____.

_____(Applicant's name)_____ wishes to visit your country from _____(Proposed date of entry)_____ to _____(Proposed date of exit)_____ in order to _____(Exact purpose of trip)_____.

While in your country, he/she will be contacting _____(Contact Persons Name)_____,
_____(Company Name and Company Street Address)_____.

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We are requesting a _____(Business)(Type of Visa)_____ visa to be issued for at least _____(days/weeks/months)_____. We are requesting a _____(Single/Double/Multiple)_____ entry visa be issued. _____(Company Name)_____ hereby guarantees the expenses of this trip including return airfare to the United States.

Sincerely

_____(Authorized Signer other than the Applicant)_____

_____(Title)_____

*Note: No address is necessary, and an incorrect consulate or embassy address can delay processing