

VISA SERVICES CANADA®

Freedom to Travel, Personalized®



Visa Services Canada, Inc.
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APPLICANTS: full legal names

1.	
2.	
3.	
4.	
5.	

Travel Agency stamp / business card.
Your business card.
- optional -

Home Address	Business address		Apartment #	
Street Address			Province	
City				
Postal Code		Country (if not Canada)		
Phone		Office Phone		
Cell Phone		Fax		
Email				

Visa Countries (in order of arrival)	Visa type tourist / business / etc	Entry-Exit 1 / 2 / multi	Service level regular / fast	Date of entry & exit (dd / mmm / yyyy)

SHIPPING OPTIONS

- Personal pick-up in Ottawa
- Canadian shipping \$28.
- Cdn10:30am shipping \$40
- Foreign shipping (cost+)

Payment: call to arrange payment by money order or bank draft

Visa	Cardholder			
Mastercard	Credit card #			
M.O. / draft	Expiry date		CCV #	

Signature & date (authorizing credit card charge and terms of service)

SIGN HERE

Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 2.5% bank charge. I understand this liability statement.

Internal Use Only	SHIPPING		Date sent by VSC	
Tracking #			Date received by client	

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

VISA APPLICATION FEES FOR AZERBAIJAN

*** Visa fees and times are subject to change by embassies without notice ***

BUSINESS VISA - TOURIST VISA

Single Entry Visa (up to 90 days)	US\$63.
Double Entry Visa (up to 90 days)	US\$80.
Multiple Entry Visa (up to one year)	US\$250.

Transit (single-double) US\$20 - US\$40.

Processing: 3-10 working days

SERVICE CHARGE (per person per visa) \$75.
(Service charge for accompanying children under 16 years of age is \$50. total)

SPECIFIC VISA REQUIREMENTS FOR AZERBAIJAN

BUSINESS VISA

- passport, valid for 6 months at least,
- one (1) fully completed and signed visa application form,
- two (2) recent passport-style photographs,
- Letter of request by the traveller stating the purpose of the visit, the date of entry and duration of stay, as well as information about the hosting party and request to grant a visa.
- An invitation from Azerbaijan, which is to be sent through the Consular Department of the Ministry of Foreign Affairs (MFA). If an invitation from a receiving party or partner is not sent through Consular Department, business travellers should submit an invitation received by fax directly from a receiving party in Azerbaijan and a letter of request from the employer. For the multiple entry visa valid for one year, the invitation letter must be sent via the Consular Department of the MFA.

TOURIST VISA

- passport, valid for 6 months at least,
- one (1) fully completed and signed visa application form,
- two (2) recent passport-style photographs,
- Letter of request by the traveller stating the purpose of the visit, the date of entry and duration of stay, as well as information about the hosting party and request to grant a visa.
- An invitation from Azerbaijan, which is to be sent through the Consular Department of the Ministry of Foreign Affairs (MFA).
- Confirmation from the receiving tourist organization in Azerbaijan or from a hotel is required. The tourist visa is valid for exact dates of hotel accommodations purchased in advance.

PLEASE READ ATTACHED PAGES for details of requirements.



Azərbaycan Respublikasının Xarici İşlər Nazirliyi
Ministry of Foreign Affairs of the Republic of Azerbaijan

Viza almaq üçün ərizə-anket
Application for visa

Qeyd: Blankı doldurarkən çap hərflərindən istifadə edin.
Note: Use block letters to fill the application form.

1. Soyadınız (pasportda olduğu kimi)/ Surname (as in passport):		
2. Adınız (pasportda olduğu kimi)/ Name (as in passport):		
3. Adınız və ya soyadınız dəyişilibmi? (əgər dəyişilibsə, nə zaman və əvvəlki adınızı və ya soyadınızı göstərin) Has your name or surname been changed? (if changed, when and your previous name or surname):		
4. Doğulduğunuz tarix (gün, ay, il) / Date of birth (day, month, year):	5. Doğulduğunuz yer / Place of birth:	6. Vətəndaşlığınız /Citizenship:
7. Vətəndaşlığınız dəyişilibmi? (əgər dəyişilibsə, nə zaman və əvvəlki vətəndaşlığınızı göstərin) Has your citizenship been changed? (if yes, when and previous citizenship):		
8. Cinsiniz / Sex: Kişi / Male: Qadın / Female:	9. Pasportunuzun və ya sərhədkeçmə sənədinizin nömrəsi və seriyası / Number and serial of passport or travel document:	10. Pasportunuzun və ya sərhədkeçmə sənədinizin verildiyi yer (ölkə, şəhər) / Place of issue (country, city) of passport or travel document:
11. Pasportunuzun və ya sərhədkeçmə sənədiniz növü / Type of passport or travel document: Ümumvətəndaş / Ordinary Xidməti / Service Diplomatik / Diplomatic Digər / Other _____	12. Verilmə tarixi (gün, ay, il) / Date of issue (day, month, year):	13. Etibarlıdır (gün, ay, il) / Valid until (day, month, year):
14. Son beş ildə aldığınız vizalar / Other visas issued during the past five years:		
15. Ailə vəziyyətiniz / Marital status: Evli / Married Subay / Single Dul / Widowed Boşanmış / Divorced	16. Hal-hazırkı ünvanınız / Full present address:	17. Ev telefon nömrəniz / Home phone number:

18. İş yeriniz və ixtisasınız / Occupation and specialty:	19. Azərbaycana nə vaxt gəlməyi planlaşdırırsınız / When are you going to come to Azerbaijan:	20. Nəqliyyat vasitəsi (əgər minik avtomobildirsə, nömrəsi) / Type of transport (if it is a car, license number):
21. Son məntəqə (ölkə, şəhər) / Final destination (country, city):		22. Səfərin müddəti (gün) / Duration of a visit (days):
23. Azərbaycana nə vaxtsa səfər etmişinizmi? / Have you ever visited Azerbaijan?: Bəli / Yes Xeyr / No Səfər etdiyiniz təqdirdə, nə vaxt? / If yes, when?	24. Nə vaxtsa, Azərbaycan vizası almısınızmi? / Have you ever been issued a visa to Azerbaijan? Bəli / Yes Xeyr / No Nə vaxt? / When? Haradan (ölkə, şəhər)? / Where (country, city)? Sonuncu vizanın nömrəsi / Number of last visa:	25. Sizə nə vaxtsa, Azərbaycan vizasının verilməsində etiraz olunubmu? / Have you ever been refused a visa to Azerbaijan? Bəli / Yes Xeyr / No Nə vaxt? / When?
26. İctimai təhlükə yarada biləcək infeksiyaya tutulmuşunuzmu? Did you suffer from any infectious disease dangerous for public health? Bəli / Yes Xeyr / No Təsdiq olduqda, adı: / If yes, name:		
27. Nə vaxtsa cinayət məsuliyyətinə cəlb olunmuşunuzmu? / Have you ever been charged of any criminal offences anywhere? Bəli / Yes Xeyr / No Nə vaxt? / When?		
28. Ermənistan Respublikası tərəfindən işğal olunmuş Azərbaycan Respublikasının Dağlıq Qarabağ bölgəsinə səfər etmişinizmi? / Have you ever visited Nagorno Karabakh region of the Republic of Azerbaijan occupied by the Republic of Armenia? Bəli / Yes Xeyr / No Səfər etdiyiniz təqdirdə, nə vaxt? / If yes, when?		
29. Səfərinizin məqsədi / Purpose of your trip: Rəsmi / Official İşgüzar / Business Turizm / Tourism Əmək / Employment Təhsil / Education Müalicə / Medical treatment Elmi-mədəni-idman / Scientific-cultural-sports Şəxsi səfər / Private visit	30. Vizanın növü / Type of visa: Giriş / Entry Tranzit / Transit	31. Girişin sayı / Number of entries: Birdəfəlik / Single İkidəfəlik / Double Çoxdəfəlik / Multiple
32. Sizi Azərbaycana dəvət edən təşkilatın, hüquqi şəxsin fəaliyyət istiqaməti və ya dəvət edən şəxsin statusu / Direction of activity of organization, juridical person inviting you to Azerbaijan or the status of the inviting person : Dövlət / Government QHT / Nongovernmental organization Kommersiya / Business Humanitar / Humanitarian Azərbaycan Respublikası vətəndaşı / The citizen of the Republic of Azerbaijan Azərbaycan Respublikasında daimi yaşayan əcnəbi / The foreigner constantly living in the Republic of Azerbaijan Əməkçi miqrant / The employed migrant		

33. Sizi Azərbaycana dəvət edən təşkilatın, hüquqi və ya fiziki şəxsin tam adı, ünvanı və telefonu / Full name , address and phone number of organization, juridicial or physical person inviting you to Azerbaijan:

34. Azərbaycanda qalacağınız ünvan / Address of the place of your stay in Azerbaijan:

35. Səfərinizi kim maliyyələşdirir? / Who will pay for your visit?

36. Azərbaycanda işləmək fikriniz varmı? /Do you intend to be employed in Azerbaijan?

Bəli / Yes
Xeyr / No

37. Azərbaycanda təhsil almaq fikriniz varmı? / Do you intend to study in Azerbaijan?

Bəli / Yes
Xeyr / No

38. Pasportunuza qeyd olunan 16 yaşına çatmayan və sizinlə səfərdə olan şəxslər / Children under 16 years or persons included on your passport and who will travel with you to Azerbaijan:

Soyadı / Surname	Adı / Name	Doğulduğu tarix / Date of birth	Doğulduğu yer / Place of birth	Qohumluq əlaqəsi / Relationship

39. Mən təsdiq edirəm ki, ərizədə göstərilən sualları oxuyub başa düşdüm və düzgün cavab verdim. Başa düşürəm ki, hər hansı yanlış məlumat nəticəsində mənə viza verilməsindən imtina edilə bilər / I certify that I read, understood and correctly responded to all questions set forth in this application. I understand that any false or misinformation may result in the refusal of a visa to Azerbaijan

Tarix / Date

Ərizəçinin imzası / Signature of applicant

Yer / Place

XİDMƏTİ QEYDLƏR / FOR OFFICIAL USE ONLY

Ərizənin qəbul edilmə tarixi:

Viza:

Vizanın kateqoriyası:

Verildi:

Adi

Etiraz edildi

Xidməti

Diplomatik

Verilmə tarixi:

Etibarlıdır (gün, ay, il):

Əlavə olaraq aşağıdakı sənədlər qəbul edilmişdir:

- qəbul edən tərəfin (hüquqi və ya fiziki şəxsin) Azərbaycan Respublikasının dövlət dilində vəsatətinin əsli;
- vəsatət təqdim edən hüquqi şəxsin Nizamnaməsi və ya Azərbaycan Respublikasının qanunvericiliyinə uyğun qeydiyyatdan keçməsi barədə şəhadətnamənin surəti, qəbul edən fiziki şəxsin şəxsiyyətini təsdiq edən sənədin surəti;
- biometrik identifikasiya tələblərinə uyğun 2 ədəd fotosəkil (3,5 X 4,5)
- biometrik identifikasiya tələblərinə uyğun əl-barmaq izləri;
- müvafiq icra hakimiyyəti orqanı tərəfindən təhsil müəssisəsinə daxil olma faktını təsdiq edən sənəd;
- son məntəqəyə getmək üçün viza;
- sağlamlıq barədə tibbi arayış;
- ölkədə əmək fəaliyyəti ilə məşğul olmaq üçün icazə;
- tibbi sığorta;
- ölkəyə girmək və ölkədə qalmaq üçün lazım olan maliyyə vəsaitinin olmasını sübut edən sənədlər;
- dövlət rüsumunun ödənilməsi barədə qəbz.

Qeyd:

Visa Requirements

To obtain a visa for travel to the Republic of Azerbaijan the following documents must be submitted to the Consular section of the Embassy:

1. *An invitation from Azerbaijan* - All the requests for any type of visa (except diplomatic and service), should be followed by the invitation of receiving party in Azerbaijan, duly confirmed by the Consular Department of the Ministry of Foreign Affairs of the Republic of Azerbaijan (address: 4 Shikhali Gurbanov Str., Baku, AZ 1009. For questions: Tel: + 99450 760 0663). **In accordance with domestic legislation, the Consular section of the Embassy still reserves the right to consider visa applications in certain cases as long as it feels necessary.**

– *For business, education and humanitarian visas*: If an invitation from a receiving party or partner is not sent through Consular Department of the MFA of Azerbaijan, travelers should submit an invitation received by fax directly from a receiving party in Azerbaijan and a letter of request from the employer. All legal entities, including state and private companies and organizations based in Azerbaijan should process their invitations through the Consular Department of the MFA of the Republic of Azerbaijan.

– *For tourist visas*: Confirmation from the receiving tourist organization in Azerbaijan and from a hotel is required. Tourist visa is valid for exact dates of hotel accommodations purchased in advance. **The tourist visa application followed by travel voucher is processed with the visa fee worth 20 USD.**

– *For visitor visas*: if an invitation from the citizen of the Republic of Azerbaijan is not sent through the Consular Department of the MFA, **the applicant has to state exact address and phone number of inviting party in the application form and to enclose a copy of Azerbaijani citizen identity document.**

– *For transit visas*: a valid visa of the visiting country and a copy of round trip ticket required.

Note: Please note that for multiple entry visa (up to one year) an invitation letter from a receiving party should **only be sent via Consular Department of the MFA**. Multiple entry visa is valid for 1 year with the duration of stay for no more than 3 months. Foreign nationals willing to stay in Azerbaijan for the entire year should request temporary residence permission at the State Migration Service of the Republic of Azerbaijan (for more information, please visit: www.migration.gov.az). In order to obtain single and double entry visas for the short stay (3 month), **an invitation can be sent directly from a person in Azerbaijan to the Embassy inviting foreign nationals accompanied by a copy of his/her Azerbaijani identification card.**

2. ***Letter of request*** by the traveler stating the purpose of the visit, the date of entry and duration of stay, as well as information about the hosting party and request to grant a visa.

3. ***Completed visa application form***. Please, answer all questions by typing.

4. ***Original passport or travel document*** (photocopies will not be accepted). Passport must be valid for at least 6 months prior to the expiry date.

5. ***Two recent and identical photos***, format 35mm x 45mm only with a clear and plain background.

For extending the visa all foreign nationals should apply to state Migration Service of the Republic of Azerbaijan 7 days before its expiration.

Rules for obtaining tourist visas

Tourists should apply for their visas via tourist companies. In their turn the tourist companies apply:

- to the embassies and consulates of the Republic of Azerbaijan in the countries of residence of foreigners or,
- in case of absence of embassies and consulates of the Republic of Azerbaijan in countries of residence of foreigners, to the embassies and consulates of the Republic of Azerbaijan in the nearest third countries.

The tourist companies have to present the documents mentioned below in electronic form to the embassies and consulates of the Republic of Azerbaijan to obtain a visa:

1. A completed application form taken from the website of embassies and consulates of the Republic of Azerbaijan;
2. A scanned copy of his/her passport;
3. A scanned copy of his/her photo;
4. A scanned copy of receipt of state fee;
5. A scanned copy of documents confirming the tourist's purpose of visit:
 - a) Tourist voucher or a document confirming the payment for tourist services planned in the program of visit;
 - b) Passenger's ticket;
 - c) The document, confirming the reservation at a hotel, camping sites, tourist bases, etc.

There are two ways of applying for visas by tourist companies:

1. Tourist companies can apply in electronic form (via internet) or;
2. Tourist companies can send the documents of foreign tourists by post.

In the first case, the issued visa will be sent to the e-mail address of tourist companies, which apply for visa. In the second case, the issued visa will be sent to the tourist companies by post.

Embassies and consulates of the Republic of Azerbaijan will issue ordinary (single) entrance visas with the tourist purpose no more than 30 days. Electronic visas will not be stucked in passports.

In case of rejection to issue a visa the reason of rejection will be provided. Each tourist visa application will be examined by the embassies and consulates of the Republic of Azerbaijan no later than 15 working days.



VISA SERVICES CANADA

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I, _____, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of _____ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



Witness _____



OFFICE COPY



VISA SERVICES CANADA

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Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



Witness _____



EMBASSY COPY