

VISA SERVICES CANADA®

Freedom to Travel, Personalized®



Visa Services Canada, Inc.
275 Slater Street, Suite #900
Ottawa, ON, K1P 5H9, CANADA
Phone: 613-231-7054

Toll-free phone: 866-378-1229
www.VisaServicesCanada.ca
info@visaservicescanada.ca

APPLICANTS: full legal names

1.	
2.	
3.	
4.	
5.	

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

Home Address	Business address	
Street Address	Apartment #	
City	Province	
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

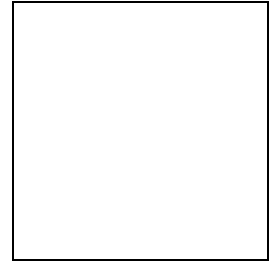
Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting 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	

REPUBLIQUE DEMOCRATIQUE DU CONGO



AMBASSADE AU CANADA



PHOTO

FROMULAIRE DE DEMANDE DE VISA

*Titre	M.	Mme	Mlle
*Noms		Postnom	
*Lieu de Naissance		*Date de Naissance	
*Nationalité actuelle		*Nationalité d'origine	
*Nom et prénom du Père		*Nationalité	
*Nom et prénom de la mère		*Nationalité	

*Etat-Civil	Célibataire	Marié(e)	Divorcé(e)	Veuf (ve)
*Nom et Prénom du (de la) Conjoint(e)			* Nationalité	

*Adresse (N° et rue)		*Ville	
*Code postal		*Province	
*Téléphone	Fixe	Cél.	Fax
		Email	

*Secteur d'activité		*Profession	
*Employeur		Tél.	
*Adresse employeur		*Ville	
		*Province	
Code postal		Email	
Téléphone		Fax	

*Type de passeport	Ordinaire	Service	Diplomatique
*Passeport N°		*Lieu de délivrance	
*Date de délivrance		*Date d'expiration	

REPUBLIQUE DEMOCRATIQUE DU CONGO



AMBASSADE AU CANADA

*Motif du voyage	Familial ou Amical	Touristique	Affaires	Officiel (GVT)
*Détails sur les raisons du séjour en RDC				
*Durée du séjour		*Nombre d'entrées		
*Adresse en RDC				
*Personne à contacter en RDC			Tél	
*Date d'entrée en RDC		*Poste d'entrée		

*Séjour antérieur en RDC?		OUI	NON
SI OUI	*Date		
	*Lieu		
	*Durée		
	*Motif		

<i>Je certifie que les renseignements fournis ci-dessus sont exacts</i>			
*Fait à		*le	
			*Signature

* = **CHAMPS OBLIGATOIRES**

A L'USAGE DU BUREAU SEULEMENT

Genre de visa.....Numéro du visa.....Durée du séjour.....
 Date d'entrée en RDC.....Date de sortie.....Nombre d'entrées.....
 Agent ayant traité le dossier.....
 Visa approuvé par (nom du chancelier).....

IMPORTANT INFORMATION FROM THE EMBASSY

The original information is in French only on the application form. This translation is provided by VSC as an aid to applicants.

It is strictly recommended to read the following information before completing the visa application form:

- The normal time limit for processing a visa application varies between 10 and 15 working days.
- This period starts from the date of receipt of the request.
- If the initial application is incomplete, the period runs from the date of receipt of additional elements that were lacking.
- If the applicant is seeking an emergency treatment (urgent/fast processing), he is obliged to pay fees. Further, the amount is set in the "administrative costs".
- Emergency treatment (urgent/fast processing) is performed within a maximum of 5 working days. It is not possible to obtain a visa in a shorter time frame.
- Submission of an application for an emergency (urgent/fast processing) does not automatically entitle to a visa. If the visa is denied, the applicant will be reimbursed for the costs provided for a standard application. If the application is incomplete, the period begins to run from receipt of the missing elements.
- The processing time for visa applications can be extended for country nationals who engage in longer periods.
- An incomplete form or containing false statements will be purely and simply rejected.

NB: The application package includes visa this page (Information Important). Be sure to attach the form before sending your request.

REPUBLIQUE DEMOCRATIQUE DU CONGO



AMBASSADE AU CANADA

INFORMATIONS IMPORTANTES

Il est strictement recommandé de lire les informations ci-après avant de remplir le formulaire de demande de visa :

- **Le délai normal pour le traitement d'une demande de visa varie entre 10 et 15 jours ouvrables.**
- Ce délai court à dater de la réception de la demande.
- Si la demande initiale est incomplète, le délai court à dater de la réception des éléments complémentaires qui faisaient défaut.
- Si le requérant souhaite un traitement en urgence, il est obligé de payer des frais supplémentaires dont le montant est fixé dans la rubrique « frais administratifs ».
- Le traitement en urgence s'accomplit dans un délai maximum de 5 jours ouvrables. Il n'est pas possible d'obtenir un visa dans des délais plus courts.
- La soumission d'une demande en urgence ne donne pas automatiquement droit à un visa. Si le visa est refusé, le requérant ne se fait rembourser que les frais prévus pour une demande normale. Si la demande est incomplète, le délai ne court qu'à dater de la réception des éléments manquants.
- Le délai de traitement des demandes de visa peut être allongé pour les ressortissants des pays qui pratiquent des délais plus longs.
- Un formulaire incomplet ou contenant des fausses déclarations sera purement et simplement rejeté.

N.B : La trousse de demande de visa comprend aussi cette page (Informations Importantes). Assurez-vous de la joindre au formulaire avant l'envoi de votre demande.



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
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613-231-7054

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



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in the city of _____ in the province of _____, in Canada.

Signature _____



Witness _____



EMBASSY COPY