

# 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		Apartment #	
Street Address			Province	
City	Country (if not Canada)			
Postal Code				
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
- Mastercard
- M.O. / draft

**Cardholder**

**Credit card #**

**Expiry date**   **CCV #**

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



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.

<b>Internal Use Only</b>	SHIPPING <input type="text"/>	Date sent by VSC	<input type="text"/>
Tracking # <input type="text"/>		Date received by client	<input type="text"/>

# VISA SERVICES CANADA

[WWW.VISASERVICESCANADA.CA](http://WWW.VISASERVICESCANADA.CA)

## VISA APPLICATION FEES FOR GHANA

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

<b>BUSINESS VISA - TOURIST VISA</b>	Regular	Fast
Single Entry Visa, valid for ninety days for a sixty day stay	\$65	\$95.
Multiple Entry Visa, valid for six months for sixty day stays	\$150	\$180.

Processing: Regular: 5-7 working days. Fast: 3 working days.

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

**FAST SERVICE CHARGE** (per person per visa) \$150.  
(Service charge for accompanying children under 16 years of age is \$100. total)

## SPECIFIC VISA REQUIREMENTS FOR GHANA

### **BUSINESS VISA**

- one original passport, valid for 6 months at least,
- four (4) copies of fully completed and signed Ghana visa application form, in BLOCK CAPITAL,
- four (4) recent passport-style photographs,
- one letter from a Ghanaian company guaranteeing the stay in Ghana and stating reasons for visit,
- one copy of passport of Ghanaian business invitor,
- two references, of which a hotel can only be a second reference,
- the names and addresses of business associates and their company references in Ghana,
- one copy of a return air ticket, or flight confirmation from a travel agency,
- one copy of an International Certificate of Vaccination for Yellow Fever,
- one (1) VSC signed cover sheet; and one (1) VSC signed authorization form.

### **TOURIST VISA**

- one original passport, valid for 6 months at least,
- four (4) copies of fully completed and signed Ghana visa application form, in BLOCK CAPITAL,
- four (4) recent passport-style photographs,
- two references, of which a hotel where you are staying can be the second reference,
- one copy of confirmation of hotel booking,
- one copy of passport of invitor or of hotel manager,
- one copy of a return air ticket, or flight confirmation from a travel agency,
- one copy of an International Certificate of Vaccination for Yellow Fever,
- one copy of full birth certificates for children/minors,
- one (1) VSC signed cover sheet; and one (1) VSC signed authorization form.

For Official Use  
**Visa No.:** \_\_\_\_\_  
**Type of Visa:** \_\_\_\_\_  
**Date of Issue:** \_\_\_\_\_  
**Charges:** \_\_\_\_\_  
**Issuing Officer:** \_\_\_\_\_

Please indicate

- |  |                      |                       |
|--|----------------------|-----------------------|
|  | <u><b>NORMAL</b></u> | <u><b>EXPRESS</b></u> |
| <input type="checkbox"/> <b>Single Entry</b>     | - CDN \$65.00        | \$95.00               |
| <input type="checkbox"/> <b>Multiple Entries</b> | - CDN \$150.00       | \$180.00              |

**CONSULAR FEES PAID ARE NOT REFUNDABLE**

## APPLICATION FOR GHANA ENTRY PERMIT/VISA

**INSTRUCTIONS:**

1. This form must be completed in Quadruplicate and in Capital Letters and submitted (together with a **valid passport, four** recent passport-size pictures, proof of yellow fever immunization, photocopy of travel itinerary, letter from host company in Ghana, proof of resident permit or Canadian citizenship if applicant is not a Canadian) at least **five** working days before the intended date of departure.
2. Full names and Addresses of references in Ghana should be stated (including Telephone Numbers).
3. Any information stated on the form and subsequently found to be incorrect may lead to visa application rejection.

1. (a) Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_  
 Previous Name (if applicable) \_\_\_\_\_
- (b) Marital Status:     Married             Single             Divorced             Other  
 If Married Woman– Maiden Name \_\_\_\_\_
- (c) Date of Birth \_\_\_\_\_ (d) Place of Birth \_\_\_\_\_
- (e) Nationality (current): \_\_\_\_\_ other (former): \_\_\_\_\_
- (f) Passport No. \_\_\_\_\_ (g) Date of Issue \_\_\_\_\_
- (h) Place of Issue \_\_\_\_\_ (i) Date of Expiry \_\_\_\_\_
2. Profession/Occupation \_\_\_\_\_
3. (a) Business / School Address in Canada \_\_\_\_\_  
 \_\_\_\_\_ Tel \_\_\_\_\_
- (b) Residential Address in Canada \_\_\_\_\_  
 \_\_\_\_\_ Tel \_\_\_\_\_
4. Have you ever been deported from Ghana or refused a Ghana Visa? \_\_\_\_\_
5. Proposed Date of Departure for Ghana \_\_\_\_\_ Proposed Date of Return from Ghana \_\_\_\_\_
6. (a) Traveling by:     Air     Sea     Land  
 (b) Return Ticket No. \_\_\_\_\_ (c) Amount of money applicant is traveling with \_\_\_\_\_
7. Purpose of Journey:     Business     Tourism     Employment     Official     Volunteer     other – Indicate \_\_\_\_\_
8. Names, Addresses and Telephone numbers of Two (2) references in Ghana (**very important**)  
 (i) \_\_\_\_\_  
 \_\_\_\_\_ Tel \_\_\_\_\_
- (ii) \_\_\_\_\_  
 \_\_\_\_\_ Tel \_\_\_\_\_
10. Duration of Stay in Ghana \_\_\_\_\_
11. Date of Last Visit to Ghana \_\_\_\_\_
12. Where should your passport be returned after processing Visa Services Canada Inc. Ottawa
13. Applicant's Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

# **GHANA VISA SCHEDULE AND FEES /** **VISA APPLICATION FORM**

1. Visas will be issued to only those applicants who produce the following appropriate documents:-

(a) valid passport (b) photocopy of yellow fever immunization (c) photocopy of travel itinerary or flight ticket (d) proof of resident permit or Canadian citizenship if applicant is not a Canadian Citizen. Please provide the original document.

2. Parents/Guardians traveling with a child are to include the child's **original birth certificate**, and where only one parent is travelling with the child, a **letter of consent is required from the other parent**. A parent traveling on a foreign passport which does not require a Ghanaian visa with a child has to provide a **photocopy of the data page of the passport**.

3. **Business/employment applicants are to submit an introductory letter from their employer as well as from Host Company in Ghana.** All questions on the application form must be fully answered.

4. Applicants must complete the application form in quadruplicate and attach **FOUR PASSPORT SIZED PHOTOGRAPHS**. Visa fees are as follows:

	<u>NORMAL</u>	<u>EXPRESS</u>
● SINGLE ENTRY VISA	- CND\$ 65.00	CND\$ 95.00
● MULTIPLE ENTRY VISA	- CND\$ 150.00	CND\$ 180.00

**NB: CONSULAR FEES PAID ARE NOT REFUNDABLE**

It takes at least three (3) working days to process applications for visas.



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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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Signature \_\_\_\_\_



Witness \_\_\_\_\_



**EMBASSY COPY**