



Dear Applicant,

Thank you for choosing Key Travel to handle your visa application to **Iraq**

Your visa pack contains:

- Embassy Information
- Visa requirements for Business and Tourist visa applications
- Application forms
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department in London.

Key Travel
Visa Department
1st Floor
28-32 Britannia Street
London
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT.

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department
Key Travel
www.keytravel.co.uk



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Iraq

Iraq Embassy
3 Elvaston Place
London
SW7 5QH

Tel: +44 207 5909 220

Website: <http://www.iraqembassy.org.uk/>
Opening times: Monday to Friday 10:00-13:00

Important Information

- Key Travel recommends checking the Foreign Commonwealth Office website <https://www.gov.uk/foreign-travel-advice/iraq> before travelling to Iraq for the latest safety information on travel to this country.
- Visas can be issued on arrival for UK passport holders providing travellers have a signed and stamped letter of invitation issued by the Ministry of Interior of Iraq and providing arriving into Baghdad, Basra, or Najaf.
- If arriving into Erbil and Sulaymaniyah then a signed and stamped letter from the Ministry of Interior of the Kurdistan Regional Government will be required. Please check with the airline your travelling with prior to departure that boarding will be permitted without a visa.
- Whilst Key Travel do everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country.
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Business Visa Requirements



Visa Application Form

- One fully completed application form
- Please also include a photocopy of completed form.

Passport - The applicant's actual passport - This must

- Must be valid for six months beyond entry
- Must have at least one blank page.

Photographs

- Two passport size photograph
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth

UK Business Letter - A letter from the applicant's employer

- Must be on company headed paper and be addressed to the embassy.
- Include the applicant's full name.
- Include the name of the organisation to be visited.
- Specify the type of visa applying for.
- Include who is financially responsible for applicant.
- Signed by someone other than the applicant i.e. Company director or HR department
- An example can be found within the visa pack.

Letter of Invitation - From the company the applicant is visiting- A copy is acceptable

- Be approved by the Ministry of Foreign Affairs.
- Be transmitted by the Ministry of Foreign Affairs and confirmed received by the Embassy prior to submission

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

Exceptions for Non UK passport holders



- Must provide evidence of UK residency.
- A UK permit/Visa which must be valid for more than six months from date of visa is submitted.

Processing Time

- Standard - Up to 4 weeks
- Express - No Express Service

Fees

Visa Type (Validity)	Cost
Single Entry (Validity varies)	£32.00
Multiple Entry (validity varies)	£80.00

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa



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Example

Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section
Kenya Consulate
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully
A Wright



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Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. **All Fields must be completed.**

Country & Type of Visa Required	
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Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
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***Express/Normal Processing** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number _____

Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

Contact Information—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

Form of Payment. Please tick relevant option and provide details. Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.

Option 1 - Invoice Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide



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Option 2 - Credit/Debit Card

Credit Card

Debit Card

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

Return Instructions - Send my passport and visa to the following address

Please provide full delivery address.
Name: _____
Company Name: _____
Address: _____
Postcode: _____

By the following method

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	Saturday Service by 9AM	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	visa@keytravel.co.uk
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

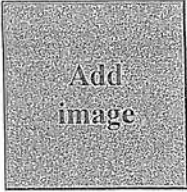
I have read and agreed to the above selected options:

Signature: _____ Date: _____

رقم الاستمارة :
تاريخ تنظيمها :
رقم سمة الدخول :
تاريخ منح السمة :
تاريخ الدخول :



جمهورية العراق
وزارة الداخلية
المديرية العامة للسفر والجنسية
مديرية الاقامة



صحيفة اعمال الاجنبي لغرض طلب سمة الدخول الى الاراضي العراقية
Visa Application Form for Visiting the Republic of Iraq

Note: You must fill in all fields

ملاحظة : يجب ملء كافة الحقول

Name & Surname :				الاسم الكامل والشهرة :
Religion :		الديانة :	male <input type="radio"/> ذكر female <input type="radio"/> أنثى	الجنس
Original Nationality :		الجنسية الاصلية :	Current Nationality :	الجنسية الحالية :
Country of birth :		بلد الميلاد :	Date of Birth :	تاريخ الولادة :
Previous Occupation :		المهنة السابقة :	Current Occupation :	المهنة الحالية :
Address of his Residence in his Country :				العنوان في بلده :
Languages spoken or read :				اللغات التي يجيدها :

Nationality :		الجنسية :	Wifs / Husband's name :		أسم الزوج/ الزوجة :
Occupation :		المهنة :	Place & date of birth :		محل وتاريخ التولد :
Place of Husbands/Wife's work :					محل عمل الزوج/ الزوجة :

Issuing Country :		بلد اصدار الجواز :	Passport Number :		رقم جواز السفر :
Exp. Passport :		تاريخ انتهاء الجواز :	Date of Issue :		تاريخ الاصدار :
Accompanied Persons :					المرافقون في الجواز :

Profession :		الاحتراف :	Certificates :		الشهادة العلمية :
Place of issuing Certificates :					جهة منح الشهادة :
Date of Issuing Certificates :		/ /			تاريخ الحصول على الشهادة :

Place of Issuing Visa :				الجهة المانحة للسمة :
Place Proceed from :				الجهة القادم منها :
Place of Entering :				المنفذ الحدودي للدخول :
Purpose of Entering Iraq :				الغاية من دخول العراق :
Expected Time of residence in Iraq :				مدة البقاء المتوقعة في العراق :

Full Address for staying in Iraq :				العنوان الكامل للاقامة في العراق :
Full Address for place of work in Iraq :				العنوان الكامل لموقع العمل في العراق :
Name of contracting firm in Iraq :				اسم الجهة المتعاقد معها في العراق :

Number of Previous Entering to Iraq : : عدد مرات الدخول السابقة الى العراق :
 Date of the last pervious Entry to Iraq : / / : تاريخ آخر دخول سابق للعراق :
 Previous Occupation in Iraq : : الاعمال التي مارسها سابقا في العراق :
 Places of Precious Residence in Iraq : : الاماكن التي اقام او اتخذها مقرا له في العراق :
 Have you served in Diplomatic or Commercial service in Iraq & when : : هل سبق له العمل في العراق في السلك الدبلوماسي او التجاري :
 Have you been relegated from Iraq before & when : : هل تم ابعادك عن العراق سابقا ومتى :

Children's Name, Age & Occupation

أسماء الأولاد واعدارهم ومهنتهم

Occupation/ المهنة ومكان العمل

Date of Birth/ تاريخ التولد

Name/ الاسم

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1
2
3

Countries Visited & Worked in

الدول التي زارها او عمل فيها

Date of Work & Visited/ تاريخ العمل او الزيارة

Kind of Work/ نوع العمل

Name of Country/ اسم الدولة

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1
2
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References & their Adders in Iraq

الاشخاص ذوي العلاقة بهم في العراق وعناوينهم

Full Address & phone Number / العنوان الكامل ورقم الهاتف

Nationality / الجنسية

Full Name/ الاسم الكامل

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1
2
3

تعهد الطرف العراقي عن الاجنبي او العربي

: Signatuer / التوقيع

/ / : Date / التاريخ

: الاسم

: العنوان الكامل ورقم الهاتف

: المهنة

NOTE:

*A person is legally responsible in case of give false information .

*Color copy of valid passport and other documents required for visa application .

ملاحظة :

* يتحمل أي شخص يبدي بمعلومات غير صحيحة التبعات القانونية .
 * يتم جلب المستمسكات الخاصة بمنح السمة ونسخة ملونة من جواز السفر .

: Signatuer / التوقيع

/ / : Date / التاريخ