

You Have Requested:

Requirements For:	Russia
Type Of Visa:	Business, One Entry, Consulate Decides Validity
Traveller Nationality:	Canada
Account Number:	10162
Information Valid As Of:	19/04/2013

Important Information:



Business Invitation

You must wait to complete the Russia online visa application until after you have received your confirmed Business Invitation. Once received you may proceed to fill out the online application. If you need assistance with obtaining a Business Invitation please go to <http://ca.cibt.com/russian-invitations.php> to obtain assistance.

You Need To Provide:



Passport

You must provide your actual *signed* passport, including one copy of the personal information pages of your passport. Your passport must:

- Have at least three blank visa pages
- Be valid for six months beyond the validity of your requested visa



Photographs

You must provide one colour, passport-type photograph. The Consulate of Russia enforces strict requirements for facial expressions shown on the photographs. The photograph must:

- Show your face centered in the middle of the photo and square to the camera
- Show no sunglasses
- Show the full front view of your head, including the tops of your shoulders
- Show a neutral expression on your face, neither frowning nor smiling, with your mouth closed
- Have a white background
- Be printed on photo paper
- Be 35mm by 45mm
- Have been taken within the last six months



Business Introduction Letter

A letter of introduction from your Canadian based company is required. Your completed introduction letter must:

- Be printed on your company's official letterhead
- Display an original signature
- Specify the number of entries requested
- Include the dates and length of your stay
- Include the validity of your requested visa



Russia Business Invitation Letter

You must obtain an official Russian Business Invitation Letter to travel to Russia. The organization you are visiting in Russia is responsible for obtaining the invitation from the Russian Ministry of Foreign Affairs. The letter must:

- Include the dates and length of your stay
- Include the full local address of the organization you will be visiting
- Specify the number of entries and duration of validity that you are requesting in your visa application

CIBT can obtain a Russian Invitation Letter on your behalf. Simply complete and return the enclosed Russian Business Invitation order form.



Photocopy of All Application Materials

You must provide photocopies of all items that you submit to CIBT, including a copy of the information page of your passport. If you prefer that CIBT make photocopies for you, additional fees will be applied to your order.



Letter of Authorisation

You must complete and provide one copy of the CIBT Letter of Authorisation found in your visa application kit.

You Need To Fill Out:



Visa Application Form

The Russian Embassy has instituted a web-based visa application form. The application must be completed online by all travelers, and can be found at <https://visa.kdmid.ru/>. This application, hosted by the Russian government, may take up to an hour to complete and requires very detailed information. Please read the CIBT Russian Visa Application Guide included in this kit before you begin the online Russia visa application form. Your visa request cannot be processed if you do not complete the application form online. Your completed application must:

- Provide answers for all fields (handwritten changes are not accepted)
- Include your name as it appears in your passport
- Include the institution or organization in Russia to be visited
- Be signed inside the box found directly below the section where we will attach your photograph
- Be printed double-sided



CIBT Order Form

You must provide one completed CIBT Order Form. The form must:

- Include a valid email address and payment information
- Include your signature in blue or black ink

This May Pertain To You:



Former Russian Nationals Only

You must provide a cover letter stating the date that you renounced your Russian citizenship. The consulate will not issue a visa to former Russian nationals who do not supply this cover letter.

- You must also provide a copy of your Landed Immigrant Papers. These are documents that were provided when you arrived/landed in Canada

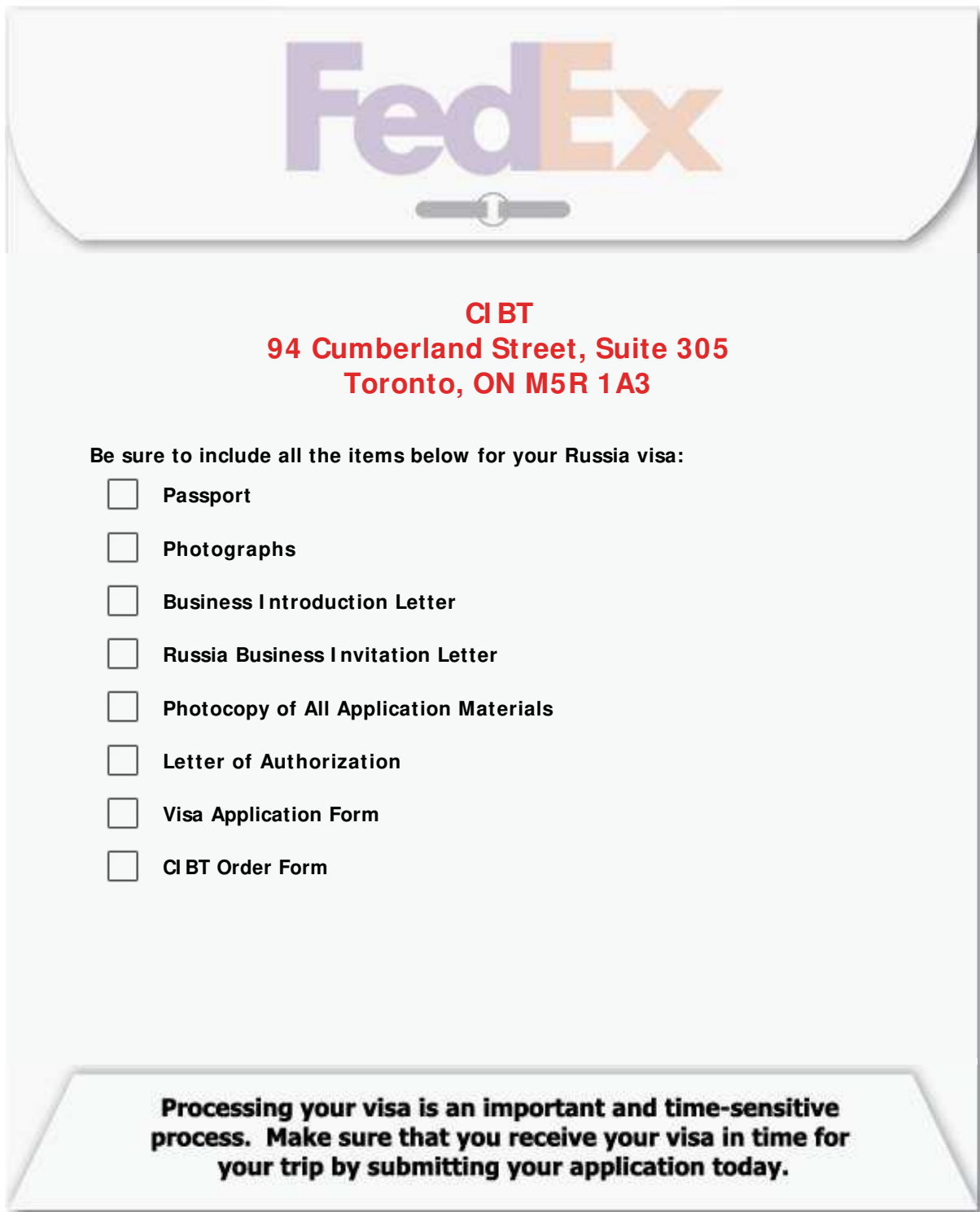
Quebec Russia Processing Fee

Be advised, all applications received from Quebec province will be charged a \$105.00 Russia processing fee.

**Urgent Applications**

For urgent visa applications which carry a tight deadline, we offer a Pre-Check service to save applicants valuable time. Once you have collected the required documents for your visa application and completed the visa application form, simply scan these items and email them over to our team. One of our experienced Visa Consultants will check the documents and contact you to advise of any potential problems within 3 hours of receipt of the email, preventing unnecessary delays to your application. For more information on this service visit <http://cibtvisas.ca/visa-pre-check-service.php>

You Need To Send To CIBT:



Support Services:



Vaccinations: Countries may require vaccinations if your immediately prior point of departure is from countries deemed a health risk. Please go to <http://www.cdc.gov/travel/content/Vaccinations.aspx> for the most up-to-date health requirements for each segment of your trip.

Processing Times:

The fastest a Russia visa can be secured is 4 business day(s) after the visa application has been submitted to the consulate. Some consulates may encounter unforeseen delays or require additional documents that can increase processing times. Some consulates may require appointments that increase the pre-submission period. Every effort will be made to submit your completed applications to the consulate on the day received, if it reaches our office by 9.00 a.m. or earlier. A fee of C\$30 will be assessed for orders submitted on the same day that we receive your application. See below for important shipping information.

Pricing:

CIBT Service Fees:

The following prices are for CIBT's professional services per visa or passport request. Service fees are charged per item and are exclusive of HST. Final cost is determined by the number of business days allowed for processing and the services required to complete your order. Additional charges will apply for same day processing. See <http://cibtvisas.ca/service-fees.php> for more details.

- Standard Service (8 or more days) C\$82.00
- Rush Surcharge (4 - 7 days) C\$52.00

Consulates may require that consulate fees be paid by CIBT via a money order. In these cases, a money order service fee of C\$9.00 will apply for each money order purchased by CIBT.

Consular Fees:

In addition to CIBT's service fees, consular processing fees are included in the cost of your visa application. CIBT submits payment for your application to the appropriate consulate on your behalf. A 4.9% processing fee is assessed on consular fees. The fees for consular processing services are as follows:

- One Entry, Consulate Decides Validity (4 Business Days) C\$135.00
- One Entry, Consulate Decides Validity (10 Business Days) C\$75.00

Shipping:

To CIBT:

We recommend that items be sent to us via FedEx, Purolator, or other secure and traceable delivery service. Included in this packet is a FedEx priority overnight shipping label that you may use when mailing your completed application to CIBT. Priority overnight shipping ensures that your application will be received by our office at approximately 10:00 a.m. the following morning. A fee of C\$29.50 will be assessed with the use of this label.

From CIBT:

We will return your completed documents via overnight mail. A fee of C\$42.00 will be charged for standard overnight shipping. Additional charges will apply for international shipping, weekend, same day, and after-hours delivery. A C\$6.00 handling fee will apply to customer-supplied shipping labels. To offset increased overnight carrier charges related to fuel recovery, a 5% carrier fuel charge is assessed on shipping charges.

Customer Service:

To receive assistance with your application, please contact CIBT by email at customerservice@cibtvisas.ca or call at 888-665-9956 between 7:30am and 8:00pm Central Time, Monday to Friday. Please visit cibtvisas.ca to view our Terms & Conditions.

A Guide to Completing Your Russian Online Visa Application Form

The following instructions will assist you in successfully completing your Russian Online Visa Application Form.

Important Note: If CIBT is providing the Business Invitation or the Russian Tourist Voucher, you must wait to complete the application until you have submitted and received your confirmed invite or voucher. Once received via email you may proceed to fill out the online application.

If you need assistance with obtaining a Russian Tourist Voucher or Business Invitation please go to <http://ca.cibt.com/russian-invitations.php> and CIBT can assist.

Tips for Completing Your Russian Online Visa Application

- Allow approximately 25 - 30 minutes to complete the application
- Make sure you have collected required information listed in the guide prior to starting, this includes confirmation of your Russian Tourist Voucher or Russian Business Invitation
- Your first step will be to create your security question and record your Application ID number.
- In order to advance to the next stage, provide an answer for each field
- For patronymic name, enter your middle name
- Sign and date your application with a black pen
- Include the final printed Russian Visa Application, including your original signature, with the required documents listed in our Application Kit. Photocopies of your signature will not be accepted

Step By Step Guide, Including the Required Information You Will Need to Complete Your Online Visa Application

We recommend that you print this guide for ease of use, and have all the information collected before you start.

Step 1: Register with the website

The Russian Visa Application form can be found at <https://visa.kdmid.ru/>. To get started, you must first select your country of processing and language to be used during the application process. You can save as you go by selecting the "Save Draft" button. Once your application is complete you may still make changes as necessary.

The screenshot shows the website interface for the Consular department of the Ministry of Foreign Affairs of the Russian Federation. It includes a header with the department's name and logo, a welcome message, and two dropdown menus for selecting the country (CANADA) and the hints and help language (ENGLISH). Below these are instructions for starting the application, including a list of requirements and a warning about session timeout. At the bottom, there is a checkbox labeled "I have read this information" and a button for "Complete new application form".

First, select the country, which will be processing the visa. If you live in Canada, you will select Canada. Then select the language, which you will use when processing the application. Then check the box marked "I have read this information" to continue with the application process.

Step 1: Screen 2 Security Question and Answer Process

The screenshot shows the 'Security question' step of the application process. At the top, it reads 'Consular department of the Ministry of Foreign Affairs of the Russian Federation' and 'Completion of electronic visa application forms'. Below this is a header 'Write down your application ID' with 'Application ID: 67562' on the right. The main section is titled 'Security question' and contains a dropdown menu with the question 'What is the name of your favorite childhood friend?'. Below this is an 'Answer' field containing 'DawnPat'. To the right, instructions state 'Choose a security question from the list' and 'Enter the answer to the chosen security question'. A second section is titled 'Enter text displayed on the image' and shows a CAPTCHA image with the text 'V2JYR'. Below the image is an input field containing 'V2JYR'. At the bottom, there are 'Submit' and 'Cancel' buttons.

First Time users must select a security question. The answer must be at least 6 characters. Then enter the text displayed in the box. Click the submit button once done.

The screenshot shows the confirmation screen. At the top, it reads 'Consular department of the Ministry of Foreign Affairs of the Russian Federation' and 'Completion of electronic visa application forms'. Below this is a header 'Your electronic visa application details'. The main text says 'Your application ID: 67562' and 'Please, write down your application ID and keep it in a safe and secure place.' At the bottom, there are 'Print application ID' and 'Next' buttons.

Very Important: Print the page that shows your "Application ID" that has been assigned to you. This is for your personal reference

Step 2: Visa Request Details

Consular department of the Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application forms

Application ID: 67562

Visa details

Nationality
CANADA *
Enter your citizenship, in accordance with the country or organisation whose passport you will be entering Russian Federation with.

If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it
no *
Enter "yes" in this field, if you formerly had USSR or Russian citizenship, if not enter "no". If yes, please answer the specifying questions.

Purpose of visit (section)
TOURISM *
Select your purpose of visit from the top drop menu list. Then from the lower drop menu list choose the specification of your purpose of visit

Purpose of visit
TOURISM *
Select your purpose of visit from the list

Visa category and type
COMMON TOURIST *
Select the specification for your purpose of visit

Number of entries
SINGLE *
Enter the intended number of entries to Russian Federation

Date of entry into Russia
12 June 2012 *
Enter your intended date of entry to Russia in "dd/mm/yyyy" format

Date of exit from Russia
30 June 2012 *
Enter your intended date of departure from Russia in "dd/mm/yyyy" format

Next Cancel

If you are former Russian citizen select yes and fill out the last date of your citizenship, you must include why you are no longer a citizen.



Step 3: Personal Details

Personal details Application ID: 67562

Visa details	Surname (as in passport) Angel	Enter your surname using letters of the English alphabet, as shown in your passport
Personal details	First name, other names, patronymic names (as in passport) Buffy	Enter your first name(s), middle name(s) and/or patronym, using letters of the English alphabet, as shown in your passport
Passport details	Other names used in the past (maiden, religious, etc.) Last/first/middle name [Empty field] Delete Add	
Visit details	Sex Female	Enter your gender
Additional information	Date of birth 29 September 1972	Enter your date of birth, as shown in your passport
Last visit details	Your place of birth Saskatoon, Canada	Enter your place of birth, as shown in your passport
Miscellaneous information	If you were born in Russia, select "yes" and specify when and which country you have immigrated to no	If you were born in Russia, answer "yes" and enter the name of the country which you immigrated to and when.
Appointment details	Marital status married	If you have/had been married, you must answer the following specifying questions
	Spouse's full name Christopher Angel Spouse's date of birth 15 March 1972 Spouse's place of birth Ottawa, Canada	
	Previous Save draft Next	Cancel

Enter any prior names you have had in the past. If you have had multiple names, click the add button and list each name.

Step 4: Passport Details

Passport details Application ID: 67562

Visa details	Type of passport tourist	Enter your passport type
Personal details	Passport number 123456789	Enter your passport number (including the series number)
Passport details	Date of issue 20 June 2010	Enter the date of issue of your passport in "dd/mm/yyyy" format
Visit details	Date of expiry 20 June 2020	Enter your passport expiration date in "dd/mm/yyyy" format
Additional information	Issued by Department of Foreign Affe	Enter the name of the authority your passport was issued by
Last visit details	Previous Save draft Next	
Miscellaneous information	Cancel	

Select the type of passport you hold, tourist is the standard passport type for all visa request

This issuing authority information is found on your passport

Step 5: Visit Details

If you have your own Tourist or Business voucher enter your reference and confirmation numbers as they appear on the voucher, provided by your host organizations. If CIBT is obtaining your Business Invitation or Tourist Voucher, you will need to wait to complete the application until you have received the confirmed document with reference and confirmation number.



Hotel information entered on the application must match the information that is on the invite as well.



Step 6: Additional Information

- 1. All questions must be answered in full

Step 7: Education and Previous employment

- 1. If you have attended higher education, please provide details on the schools attended. Provide, name of the school, full address including postal code, phone number, educational focus or degree, and dates of admission and graduation. If you have not attended higher education, leave this section blank, do not enter any information.
- 2. For previous employment enter the last 2 places you have worked before working at your current position. Do not enter your current position. For previous employment enter, full address including postal code, phone number, your position, and your boss' name under "Your Chief's surname". If you have no previous employment leave this section blank, do not enter any information.

Step 8: Last Visit Details

List all countries that have ever issued you a passport to include your current passport. Example: if the only passport you have had is Canadian then list Canada only.

Step 9: Miscellaneous Information

- 1. All information with a red star is required information and must be answered. Please ensure that full addresses including city, province and postal code are entered.
- 2. If you are not currently employed enter "no current employment" in space provided
- 3. If you have answered "Yes" to having relatives in Russia, please be advised that you will not qualify for a tourist visa.

Step 10: Appointment Details

Consular department of the Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application forms

Appointment details Application ID: 675...

Destination name
Embassy of the Russian Federation in Canada
Embassy of the Russian Federation in Canada
Consulate General of the Russian Federation in Toronto
Consulate General of the Russian Federation in Montreal

Date of your visit to consulate or visa center
11 June 2012

Previous Save draft Next Cancel

Alberta, Manitoba, Saskatchewan and Ontario (excluding Ottawa) should select Toronto for processing. For Quebec processing you must chose Montreal. Select the Embassy of Russia in Ottawa for Ottawa and its environs, British Columbia, Nova Scotia, Nunavut, New Brunswick, Newfoundland, Labrador, Prince Edward Island, Yukon and Northwest Territories. Do not select multiple options for processing.

Note: The Russian Embassy/Consulates does not accept applications via courier; CIBT is an authorized agency and will submit the documents on your behalf. Please enter the date as the estimated date your visa request will arrive at our office.

Step 10: Review all I nformation and Edit anything entered incorrectly prior to your final save.

Step 11: Application Successfully Completed and Ready for Print

**Consular department
of the Ministry of Foreign Affairs of the Russian Federation**
Completion of electronic visa application forms

Application successfully completed

Your application has been successfully saved. Now you can print it out using the buttons below.
Electronic visa application form will be stored for 30 days from the moment of its last saving.

Application form must be printed on A4 or Letter format paper in the following order:

- Open the file in Adobe® Reader;
- Click on "File" in menu, then click on "Print";
- Choose following configurations in new opened "Page Handling" window:
- Select "None" in "Page Scaling";
- "Auto-Rotate and Center" must be unselected;
- "Choose Paper Source by PDF page size" must be unselected;

Print

Printer: Microsoft XPS Document Writer
Status: Ready
Type: Microsoft XPS Document Writer

Print Range:
 All
 Current view
 Current page
 Pages: 1 - 2
Subset: All pages in range
 Reverse pages

Page Handling
Copies: 1 Collate

Page Scaling: None
 Auto-Rotate and Center
 Choose Paper Source by PDF page size

Print to file

Print A4 Print Letter Add another application Exit

Print doubled-sided on a single sheet of paper and sign the application. Send the application along with all other required documents.

Printing Instructions: Please note that the Russian Embassy/ Consulates in Canada will not accept application forms on two separate pieces of paper; please ensure that you have printed your application form **DOUBLE-SIDED** on one piece of paper. Be certain to **SIGN** your application form prior to submission for your document to **CI BT**, in **BLACK** pen only. The original signed form must be submitted to your local office along with all supporting documentation.



Sample Business Introduction Letter

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveller's Full Name), we are submitting his/her valid passport and required documents for a (Length And # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveller's Name) has been a (Job Title/Position) with (Name Of Company) since (Date of Hire) for (Length Of Employment). (Applicant's Company's Name)'s contact number in the Canada is (Canadian Corporate Contact Number).

(Traveller's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart Canada on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveller Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year. We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name And Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveller's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than The Traveller)
(Signer's Title)

Important instructions

- Write one letter for each country and for each applicant
- All letters must be on company letterhead
- Replace all information in parentheses with the data for this trip
- A consulate address is not necessary
- The letter cannot be signed by the applicant



Global Visa and Passport Professionals

RUSSIAN BUSINESS INVITATION REQUEST FORM

By law, an invitation is required to travel to Russia. All commercial organizations in Russia must apply for a business invitation on behalf of the traveler. This is done via the Russian Ministry of Foreign Affairs or the Ministry of the Interior of the Russian Federation. CIBT can assist travelers in securing this document.

The total service charge includes the Russian Foreign Ministry fees, as well as CIBT's service fees. Invitation fees are non-refundable and subject to change without notice. All processing times are in BUSINESS days. The price quoted is for a Russian Invitation only. Obtaining a Russian visa involves a separate transaction with a separate fee. Also, if you do not stay in a hotel, there will be an additional fee to register your visa in Russia. This fee will vary depending on your visa category. The Embassy of the Russian Federation reserves the right to request the ORIGINAL letter of invitation in order to process your visa.

This form is for BUSINESS Invitations only. Please verify with your host that arrangements for an invitation have not already been made on your behalf.

Please fill out this form completely. Any omissions can delay your invitation or cause it to be issued improperly.

Personal Information: All Fields Required

Last name:

First name:

Date of birth:

Gender:

Male Female

Country of citizenship:

Country of birth:

City of birth:

Passport number:

Passport validity:

mm/dd/yyyy

From:

To:

Consulate where your visa will be processed: *Select One*

Ottawa

Montreal

Toronto

Has your visa application already been submitted to the appropriate CIBT office?

No

Yes

Trip Information: All Fields Required

Number of entries:

Purpose of travel:

Cities to be visited:

Date of departure from Canada:

Date of entry into Russia:

mm/dd/yyyy

Date of exit from Russia:

mm/dd/yyyy

Russian Company Data: All Fields Required

Company name in Russia:

Company address in Russia:

Contact Information : * Fields Required

Your title: *	Company name: *
<input type="text"/>	<input type="text"/>
Street: *	Building / Suite: *
<input type="text"/>	<input type="text"/>
City / Province / Postal Code:	
<input type="text"/>	
Work phone number: *	Work fax number: *
<input type="text"/>	<input type="text"/>

Invitation Type and Processing Time: Select Only One

Visa Type:	Processing 15-30 Days	Processing 12-14 Days Submission 1 month prior to entry date	Processing 5-7 Days Submission 1 month prior to entry date	Processing 3-5 Days Submission 2 weeks prior to entry date
Single entry, valid up to 30 days	N/A	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$210.00	<input type="checkbox"/> \$270.00
Single entry, valid up to 90 days	N/A	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$230.00	<input type="checkbox"/> \$290.00
Double entry, valid up to 90 days	N/A	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$310.00
Multiple entry, valid up to 1 year *	<input type="checkbox"/> \$400.00	N/A	N/A	N/A

Please note there are processing exceptions for certain nationalities and countries of birth.

A visa to Russia can only be obtained in the country of the traveler's citizenship. Foreigners who have a permanent residence valid for a period of more than 90 days may also apply through their country of residence. The Russian Consular Division will make a decision on all other exceptions based on individual applications.

*Multiple entry requests require special clearance and cannot be expedited. In addition to the invitation, the Russian Consulate may ask to see a Russian visa issued in the previous year. EU nationals may be refused a multiple entry visa even if they have an official multiple entry invitation.

A multiple entry business visa allows nationals of all countries to stay in Russia up to 90 days out of a period of 180 days.

Billing Information: All Fields Required

Are you planning to use CIBT to apply for your Russian Visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name on credit card:	Credit card type:	
<input type="text"/>	<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa	
Credit card number:	Expiration Date: mm/dd/yyyy	
<input type="text"/>	<input type="text"/>	
Billing street address:	Billing City:	
<input type="text"/>	<input type="text"/>	
Billing province:	Billing postal code & country:	
<input type="text"/>	<input type="text"/>	
Card holder signature:	Date:	
<input type="text"/>	<input type="text"/>	

Please return this completed form with a copy of the information pages of your passport to CIBT Canada

For questions please email: customerservice@cibtvisas.ca

CIBT, Inc 94 Cumberland St, Suite 305

Toronto, ON M5R 1A3



*CIBT Canada, Inc.
Global Visa and Passport Professionals™*

CIBT CANADA VISA AUTHORIZATION LETTER

Date: _____
Month/ Day / Year

Name: _____
Last, First Middle

Date of Birth: _____
Month/ Day / Year

Place of Birth: _____

I Authorize CIBT Canada Inc. to submit my visa application to The Embassy/Consulate and to accept delivery of the passport on my behalf.

I authorize the Embassy/Consulate to discuss any problems, which may arise with my visa/passport application with CIBT Canada.

I want the Embassy/Consulate to contact me directly should a problem arise with my application, which concerns matters other than the date on which the passport will be ready for pick-up.

Daytime phone number is: () _____

Signature: _____

Important Travel Dates/Dates Important de Voyage

Date passport must be back in your possession* Date of next international trip:
 Date à laquelle votre passeport doit vous être retourné Date de votre prochain voyage à

Fast Track My Visa Yes No Fast Track My Visa and process my request as quickly as possible. Additional consular and CIBT rush or emergency service fees may apply. *Fast Track my visa et traiter ma demande le plus rapidement possible. Supplémentaires consulaire et CIBT de pointe ou frais des services d'urgence peuvent s'appliquer.*

Traveller Information/Information Sur Le Voyageur:

Name (as printed in your passport) Nom du voyageur (comme imprimé dans le passeport)	Date of Birth (dd/mm/yy) Date de naissance	Phone Number Téléphone	Email Corriel
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Information/L'information de contact

Who should we contact regarding the order? Qui devrait nous entre en contact concernant l'ordre?	Phone Number Téléphone	Email Corriel
Primary Contact/Contact Primaire:	<input type="text"/>	<input type="text"/>
Alternate Contact/Contact Alternatif:	<input type="text"/>	<input type="text"/>

Visa Services/Services de Visa

	Entry Date Entrée	Exit Date Sortie	Type (enter Tourist, Business, Work, etc.) Type (touriste, affaires, travail, etc.)	# of Entries Nombre d'entrées:
Country/Pays #1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country/Pays #2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country/Pays #3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document Return Instructions/Instructions de retour de document

Return documents to the address below: OR: Pick up at our office:
 Documents de retour à l'adresse ci-dessous Reprenez à notre bureau

The address is/L'adresse indiquée ci-dessus est:

Residential/Résidentiel:
 Business/Affaire:

Name/Nom:	<input type="text"/>
Address/Adresse:	<input type="text"/>
Address/Adresse:	<input type="text"/>
City/Ville:	Province:
<input type="text"/>	<input type="text"/>
Postal Code/Code Postal:	<input type="text"/>

Return Shipping Method/Méthode de retour d'expédition

FedEx Priority Overnight : **Choose one/Choisissez un**
 Service prioritaire le lendemain de Fed Ex Delivery Without Signature Signature Required for Delivery
 Same Day or Courier (Call for Rates): La livraison sans signature Signature requise pour la livraison
 Le jour même ou par messenger (contactez nous pour les tarifs)

Replacement Service/Service de Remplacement

Yes, Enroll me in the CIBT passport and visa replacement service that protects against travel disruption due to lost or stolen documents. A \$C25 fee applies. For additional information, visit <http://www.cibtvisas.ca/replacement-service.php>.
 Oui, Inscrivez-moi dans le service de remplacement de passeport et de visa, fournit par CIBT. Cela protège contre les perturbations et les délais de voyage en raison de documents perdus ou volés. Un frais de C\$25.00 est applicable. Pour plus de renseignements veuillez visiter: <http://www.cibtvisas.ca/replacement-service.php>

Payment Method/Mode de Paiement

Card Number/Numéro de la carte	Exp. Date / Date d'expiration (mm/yy):
<input type="text"/>	
Name on card/Nom qui apparaît sur la cart:	
<input type="text"/>	
Signature:	Billing Reference/Référence pour la facturation:
<input type="text"/>	<input type="text"/>

*I understand that any visa request that is needed in seven business days or less, or any passport that is needed in ten business days or less will be assessed a rush or emergency surcharge./Je comprends que toute demande de visa qui est nécessaire dans les sept jours ouvrables ou moins, ou tout passeport qui est nécessaire dans les dix jours ouvrables ou moins seront évalués une ruée ou d'urgence en supplément.

From: (866) 665-9956

Origin ID: YOOB

CIBT
94 Cumberland St
Suite 305
Toronto, ON M5R1A3
CA



Ship Date: 19APR13
ActWgt: 1.0 LB
CAD: 103749732/WSXI2500

Delivery Address Bar Code



SHIP TO: (888) 665-9956

BILL SENDER

Inbound Shipping Label
CIBT
94 Cumberland Street, Suite 305

Toronto, ON M5R1A3
CA

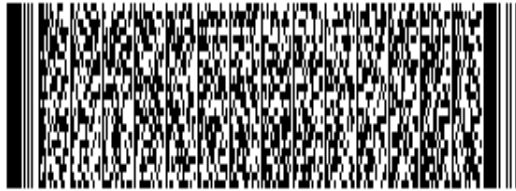
Ref # CIBT
Invoice # CIBT
PO # CIBT
Dept #

RELEASE#: 3785346

MON - 22 APR A3
PRIORITY OVERNIGHT

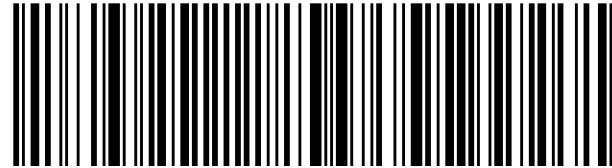
TRK# 7995 6582 2057

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ON-CA
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Use This Label to Submit Your Documents to CIBT

To Use This Label:

1. Complete the requirements of this application kit
2. Enclose all documents in a FedEx shipping envelope or other form of secure packaging
3. Tape the FedEx Shipping Label to your sealed package
4. Record the 12 digit tracking number found near the 'TRK #' symbol on your label
5. Drop your envelope at any FedEx Shipping Service location.

IMPORTANT INFORMATION: THIS SHIPPING LABEL IS FOR ONE-TIME USE ONLY AND DOES NOT EXPIRE UNTIL USED. DO NOT DUPLICATE. DUPLICATION AND USE OF A PHOTOCOPIED LABEL MAY RESULT IN YOUR PACKAGE BEING RETURNED OR SEVERELY DELAYED IN DELIVERY TO CIBT. If you choose to use this label, a fee of C\$29.50 will be applied to the total cost of your application.

WHEN WILL MY DOCUMENTS REACH CIBT?

Using this label will ensure that your application receives standard overnight shipping and will reach our office by 12:00 p.m. the next day. If your documents need to reach our office before 12:00 p.m., do not use this label, use your own shipping service such as Purolator or FedEx First Overnight.

Terms Of Use:

CIBT will make every effort to provide you with accurate information and to obtain the travel visa, passport or other documents required for your international trip. CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk. The following terms of service apply only to individual travelers who use CIBT to assist in obtaining a visa, passport, ETA, ESTA or other travel document. CIBT does not accept any liability for individuals or organizations obtaining information from CIBT who do not submit an order to CIBT for processing. CIBT endeavors to provide the most current travel document requirements and related application forms, fees and processing times on our web site and application kits, however these items are subject to change frequently and without notice. The government agency issuing the visa or passport ("issuing authority") will make the final determination as to the type of visa or passport, how quickly it will be issued and for what duration it will be issued. Prior to approval, the issuing authority may ask for additional documentation. The issuing authority may reject any visa, passport or other travel document application for any reason and may not provide a reason to CIBT for the rejection. CIBT does not issue visas or passports and cannot make any guarantee or assurances that any issuing authority will issue any document nor can CIBT guarantee the time required for an issuing authority to grant or reject an application. Issuing authorities may choose to grant a different type of travel document than that which the applicant has requested which may impact the purpose, validity or number of entries. As a result, non-refundable tickets or reservations should not be purchased until all the required travel documents for your trip have been secured. CIBT, in addition to the issuing authorities, reserve the right to prioritize processing according to the travel dates you provide. CIBT service fees are assessed for taking reasonable actions to foster the issuance of a requested travel documents.

Once CIBT submits a travel document request to an issuing authority on your behalf, CIBT's service fees are non-refundable. All fees paid to an issuing authority by CIBT on your behalf are non-refundable. In the event that a visa or passport application is submitted on your behalf and the request is rejected for any reason, CIBT will, at your request, make an additional attempt to secure the travel document. Additional CIBT service fees will not be assessed in this situation but you will be required to pay any additional fees assessed by the issuing authority. Orders cancelled prior to submission to the appropriate government agency will be assessed CIBT's standard processing fees. Payment of CIBT service fees and all anticipated consular or embassy charges are due at the time of ordering service, unless account facilities have been agreed in writing prior to order. CIBT reserves the right to retain passports and documents until full payment is received. CIBT's service fees are exclusive of any consular, embassy or administrative charges imposed in connection with securing the requested services and must be paid regardless of the issuance of the visa or passport. Except where the Fast Track My Visa service is selected, CIBT service fees vary according to the number of business processing days available to procure the service, beginning with the day all necessary and complete documents are received in our office, and conclude on the day prior to your specified need date. Consulate closings and holidays are excluded. When Fast Track My Visa is selected, CIBT will secure the fastest processing speed available at the consulate and recalculate the number of business processing days used. CIBT's service fees may change without notice. A complete listing of service fees can be found on Service Directory page of CIBT's website.

Where an Australian Electronic Visa (ETA) or US Electron System for Travel Authorizations (ESTA) has been requested, the fee paid to CIBT includes the processing of the ETA/ESTA visa only and does not include the cost of any appeals or additional services. The cost of an ETA/ESTA application is non-refundable and should your application be refused, or an existing ETA/ESTA is found, you will not be issued a refund. A credit card is required to secure a passport submission reservation. Failure to cancel a reservation 48 hours prior to the appointment or failure to provide your documents in time for successful submission by CIBT will constitute a "no-show" and be assessed a \$60 cancellation fee. Unless otherwise noted on the order form, all orders will be enrolled in CIBT's Passport Replacement Service; charges will apply. Orders which are not submitted via the online order process will be assessed a fee.

When CIBT returns your passport and documents, it is your responsibility to verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the entry and exit dates of your visit, that your personal details are reflected accurately, and that your passport is valid for at least six months beyond the completion of your trip. Please note that even when a visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final entry decision. CIBT recommends all travelers secure a visa prior to departure and do not attempt to obtain one "on arrival". CIBT accepts no liability for travelers electing to obtain on-arrival visas. By engaging CIBT, you agree that the sole remedy against CIBT for damages in connection with any and all claims, cause of action, liabilities and damages for any kind shall not, in any circumstance for any reason, exceed the lesser of the service fees or direct costs of up to \$500 for the specified traveler. Consequential damages will not be covered. Refund requests and documentation of direct costs must be submitted to CIBT within 90 days of occurrence. CIBT will not be liable under any circumstance to compensate you for any loss, damage or delay of travel documents or other failure or fault in performance by any third party deliver company such as FedEx, UPS, DHL/Airborne, USPS, local delivery services and other delivery methods. Likewise, by submitting an order to CIBT you agree that CIBT will not under any circumstances be responsible for the loss, damage, or delay in returning of passport and documents by the consulates or passport agency, nor be liable for the failure of the consulate/embassy or passport agency to issue requested documents on time or at all. By submitting an order to CIBT, you agree to all the terms and conditions set forth.