



CROATIA VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your CROATIA Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Croatia visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

This information is for non-US citizens only. If you're US citizen, you do not need visa for Croatia for stays up 90 days



STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. Passport should be valid at least NINETY (90) days after your departure from Croatia. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.

If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- **TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Croatia visa application form. **Your SIGNATURE has to be notarized.** We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-470-VISA (8472)** with your questions. Application is enclosed.
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (see table below for processing time and fess). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **A Copy of Roundtrip ticket/itinerary:** It must contain the name of passenger. If you don't have one, we will be glad to provide you one. **Additional \$15 Reservation FEE will be added to your request**
- **A Copy of Driver's License:** Please provide a current copy of your Driver's License.
- **A Copy of Hotel Reservation** showing the exact dates of entry into and departure from Croatia and containing the name of hotel contact details.
- **Proof of Financial Situation:** Recent Bank Statement showing your average account balance or proof of other sources of income.



STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Croatia consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add **SHIPPING FEE** to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add \$15.00:**

- **FREE** -- Include Prepaid Self-Addressed Envelope
- **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)

- **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)



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STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, Mastercard, Amex).
- **PREFERRED METHOD:** By Check/Money Order. Make checks payable to “**TRAVEL AND VISA PRO**”
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: *Consular fee, Consulate courier service, and our service fee.*

CROATIA TOURIST VISAS (maximum validity is granted at the consulate discretion)	
Processing type--->	BUDGET – 10-14day service
Single ENTRY for up to 3 months	\$29+\$79=\$108
Double ENTRY for up to 3 months	\$37+\$79=\$116

NEW SERVICE

**FREE PASSPORT
REPLACEMENT COVERAGE
FOR \$9.99 per person**

This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged – for total up to \$299 in free services. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at <http://www.travelvisapro.com/index.php?travel.do.index>.



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STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

**Attn: Visa Dept.
Travel & Visa Pro
2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708**

Required document checklist:

- ✓ Passport
- ✓ TWO Photographs
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to NOTARIZE and SIGN)
- ✓ Flight Schedule/Itinerary
- ✓ Driver's License
- ✓ Proof of Legal status in the USA
- ✓ Recent Bank Statements

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of \$17 will be added to all cancelled orders.



TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 888-470-VISA (8472)

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date Passport(s) must be back in your possession or date of your next international trip: ____ / ____ / ____
mm dd yyyy

Exact Dates Visa will be valid for: ENTRY EXIT
____ / ____ / ____ mm dd yyyy mm dd yyyy

Traveler #1 Name: _____
First Last

Traveler #4 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #5 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #6 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required on Delivery? ☐ YES ☐ NO

Phone: _(____)_____ Cell: _(____)_____ Fax: _(____)_____

Shipping Method : ☐ + FREE (include your postage) ☐ + \$39 FedEx Standard Overnight
to states of HI, AK, or PR
☐ + \$15 FedEx Express Saver ☐ + \$39 SATURDAY FedEx Overnight
☐ + \$20 FedEx Standard Overnight ☐ + from \$39 for International FedEx
☐ + \$25 FedEx Priority Overnight

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY (visa is for): _____ **Visas Type:** ☐ TOURIST ☐ BUSINESS ☐ OTHER _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:** _____

Number of Entries: ☐ SINGLE (one entry, one exit) ☐ DOUBLE (two entries, two exits) ☐ MULTIPLE (unlimited)

☐ **Visa Validity (in months):** ONE ☐ THREE ☐ SIX ☐ TWELVE ☐ OTHER _____

☐ **PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99.** By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at <http://www.travelvisapro.com/index.php?travel.do.index>.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY ☐ Credit Card ☐ Money Order ☐ PayPal ☐ Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Security Code: _____ Expiration Date: ____ / ____
mm yyyy

Billing Address: ☐ Same as Shipping ☐ Other: _____

**ZAHTJEV ZA VIZU
VISA APPLICATION
DEMANDE DU VISA**

OBRAZAC 4
FORM 4
FORMULAIRE 4

☐ **IZDAVANJE
ISSUANCE
DÉLIVRANCE**

☐ **PRODUŽENJE
EXTENSION
PROROGATION**

NADLEŽNO TIJELO
COMPETENT AUTHORITY
AUTORITÉ COMPÉTENTE

PRIJAMNI PEČAT
STAMP OF RECEIPT
CACHET DE RECEPTION

fotografija
photo
photo
30 x 35 mm

1. PREZIME (bivše odnosno rođeno prezime) _____
SURNAME (also maiden surname for married women)
NOM (aussi nom de jeune fille pour les femmes mariées)
2. IME _____
GIVEN NAME(S)
PRÉNOM(S)
3. IME OCA I MAJKE _____
GIVEN NAME(S) OF FATHER AND MOTHER
PRÉNOM(S) DU PÈRE ET DE LA MÈRE
4. DATUM ROĐENJA _____
DATE OF BIRTH
DATE DE NAISSANCE
5. MJESTO I DRŽAVA ROĐENJA _____
PLACE AND COUNTRY OF BIRTH
LIEU ET PAYS DE NAISSANCE
6. SADAŠNJE I SVA PRETHODNA DRŽAVLJANSTVA _____
CURRENT NATIONALITY AND ALL PREVIOUS NATIONALITIES
NATIONALITÉ ACTUELLE ET TOUTES LES NATIONALITÉS PRÉCÉDENTES
7. SPOL ☐ M ☐ Ž
SEX M F
SEXE M F
8. BRAČNO STANJE ☐ neoženjen/neudana /single/célibataire ☐ razveden(a)/divorced/divorcé(e) ☐ udovac/udovica/widow(er)/veuf/veuve
MARITAL STATUS
ÉTAT CIVIL ☐ oženjen/udana /married/marié(e) ☐ odvojen(a)/separated/séparé(e) ☐ ostalo/other/autre
9. VRSTA PUTNE ISPRAVE ☐ OBIČNA PUTOVNICA / ORDINARY PASSPORT / PASSEPORT ORDINAIRE
TYPE OF TRAVEL DOCUMENT ☐ SLUŽBENA PUTOVNICA / OFFICIAL PASSPORT / PASSEPORT OFFICIEL
TYPE DU DOCUMENT ☐ DIPLOMATSKA PUTOVNICA / DIPLOMATIC PASSPORT / PASSEPORT DIPLOMATIQUE
DE VOYAGE ☐ PUTNA ISPRAVA PO KONVENCIJI IZ 1951. / TRAVEL DOCUMENT ACCORDING TO THE
CONVENTION FROM 1951 / DOCUMENT DE VOYAGE SELON LA CONVENTION DE 1951
☐ PUTNA ISPRAVA PO KONVENCIJI IZ 1954. / TRAVEL DOCUMENT ACCORDING TO THE
CONVENTION FROM 1954 / DOCUMENT DE VOYAGE SELON LA CONVENTION DE 1954
☐ DRUGA PUTNA ISPRAVA (navesti koja) / OTHER TRAVEL DOCUMENT (Please indicate
which) / AUTRE DOCUMENT DE VOYAGE (Prière de spécifier lequel)
10. BROJ PUTNE ISPRAVE _____ 11. IZDANA OD _____
NUMBER OF TRAVEL DOCUMENT ISSUED BY
NUMÉRO DU DOCUMENT DE VOYAGE DÉLIVRÉ PAR
12. DATUM IZDAVANJA _____ 13. ROK VAŽENJA _____
ISSUED ON PERIOD OF VALIDITY
DATE DE DÉLIVRANCE PÉRIODE DE VALIDITÉ
14. AKO BORAVITE U ZEMLJI KOJA NIJE VAŠA ZEMLJA PODRIJETLA, IMATE LI DOPUŠTENJE VRATITI SE?
IF YOU RESIDE IN A COUNTRY THAT IS NOT YOUR COUNTRY OF ORIGIN, ARE YOU PERMITTED TO RETURN?
SI VOUS SÉJOURNEZ DANS UN PAYS QUI N'EST PAS VOTRE PAYS D'ORIGINE, AVEZ-VOUS LA PERMISSION D'Y RETOURNER?
☐ NE / NO / NON ☐ DA (do kojeg datuma?) / YES (until which date) / OUI (jusqu'à quelle date?)
15. ZANIMANJE / OCCUPATION / PROFESSION _____

16. POSLODAVAC (adresa, broj tel.), a za STUDENTE naziv i adresa škole _____
EMPLOYER (Address, telephone), for STUDENTS, name and address of school/college _____
EMPLOYEUR (adresse, téléphone), pour les ÉTUDIANTS, nom et adresse de l'école/la faculté _____
17. DRŽAVA ODREDIŠTA _____
COUNTRY OF DESTINATION _____
PAYS DE DESTINATION _____
18. VRSTA VIZE ☐ PUTNA / TRAVEL / DE VOYAGE ☐ ZRAKOPLOVNO-TRANZITNA / AIRPLANE-TRANSIT / AVIO-TRANSIT
TYPE OF VISA ☐ TRANZITNA / TRANSIT / DE TRANSIT ☐ GRUPNA / GROUP / DE GROUPE
TYPE DU VISA ☐ SLUŽBENA / OFFICIAL / OFFICIEL ☐ DIPLOMATSKA / DIPLOMATIC / DIPLOMATIQUE
19. BROJ ULAZAKA ☐ JEDAN/ ONE / UNE ☐ DVA / TWO / DEUX ☐ NEOGRANIČEN / UNLIMITED / ILLIMITÉ
NUMBER OF ENTRIES
NOMBRE D'ENTRÉES
20. TRAJANJE BORAVKA _____
PERIOD OF STAY
DURÉE DU SÉJOUR
21. SVRHA PUTOVANJA ☐ TURIZAM / TOURISM / TOURISME
PURPOSE OF TRAVEL ☐ POSLOVNO / BUSINESS / AFFAIRES
BUT DE VOYAGE ☐ POSJET / VISIT / VISITE
☐ KULTURA/SPORT / CULTURE/SPORTS / CULTURE / SPORT
☐ LIJEČENJE / MEDICAL TREATMENT / TRAITEMENT MÉDICAL
☐ OSTALO (navesti) / OTHER (Please specify) / AUTRE (Prière de préciser)
22. FIZIČKA ILI PRAVNA OSOBA KOJU POSJEĆUJETE (ime, adresa, tel. broj) _____
NATURAL OR LEGAL PERSON YOU ARE VISITING (Name, address, telephone) _____
PERSONNE PHYSIQUE OU PERSONNE CIVILE QUE VOUS VISITEZ (Nom, adresse, téléphone) _____
23. ADRESA BORAVKA _____
ADDRESS WHERE YOU WILL BE STAYING
ADRESSE DU SÉJOUR _____
24. TKO SNOSI TROŠKOVE PUTOVANJA I BORAVKA?
WHO BEARS TRAVEL EXPENSES AND COSTS OF STAY?
QUI PREND À SA CHARGE LES FRAIS DU VOYAGE ET DU SÉJOUR?
☐ OSOBNO / PERSONALLY / PERSONNELLEMENT
☐ FIZIČKA OSOBA KOJU POSJEĆUJETE / NATURAL PERSON YOU ARE VISITING / PERSONNE PHYSIQUE QUE VOUS VISITEZ
☐ PRAVNA OSOBA (koja i kako) / LEGAL PERSON (Which and how) / PERSONNE CIVILE (laquelle et comment)
25. NOVČANA SREDSTVA ZA UZDRŽAVANJE:
FINANCIAL FUNDS FOR SUBSISTENCE:
RESSOURCES FINANCIÈRES DONT LE DEMANDEUR DISPOSE: _____
☐ GOTOVINA / CASH / ARGENT LIQUIDE
☐ ČEKОВИ / CHEQUES / CHÈQUES
☐ KREDITNE KARTICE / CREDIT CARDS / CARTES DE CRÉDIT
☐ OSTALO / OTHER / AUTRE _____
26. DRUGE VIZE (izdane u zadnje tri godine i njihovi rokovi valjanosti)
OTHER VISAS (issued in last three years and their periods of validity)
AUTRES VISAS (délivrés au cours de trois dernières années et leurs périodes de validité) _____
27. AKO TRANZITIRATE, IMATE LI ODOBRENJE ULASKA U KRAJNJU ZEMLJU ODREDIŠTA?
IF YOU ARE IN TRANSIT, DO YOU POSSESS APPROVAL FOR THE FINAL COUNTRY OF DESTINATION?
SI VOUS ÊTES EN TRANSIT, AVEZ-VOUS LA PERMISSION D'ENTRÉE DANS LE PAYS DE DESTINATION FINALE?
☐ NE / NO / NON ☐ DA, vrijedi do / YES, it is valid until / OUI, valable jusqu'au _____

28. PRIJAŠNJI BORAVCI U NEKOJ OD ZEMALJA SCHENGENA? _____
PREVIOUS STAYS IN ANY OF THE SCHENGEN COUNTRIES? _____
SÉJOURS PRÉCÉDENTS DANS DES PAYS DE SCHENGEN? _____
-
29. DATUM DOLASKA _____ 30. DATUM ODLASKA _____
DATE OF ARRIVAL DATE OF DEPARTURE
DATE D'ARRIVÉE DATE DE DÉPART
31. GRANIČNI PRIJELAZ (ulazak u Republiku Hrvatsku) _____
BORDER CROSSING (When entering the Republic of Croatia)
PASSAGE DE LA FRONTIÈRE (Entrée en République de Croatie)
32. PRIJEVOZNO SREDSTVO _____
MEANS OF TRANSPORTATION
MOYEN DE TRANSPORT
33. IME I PREZIME SUPRUŽNIKA _____
GIVEN NAME(S) AND SURNAME OF THE SPOUSE
PRÉNOM(S) ET NOM DE L'ÉPOUX / L'ÉPOUSE _____
34. DATUM I MJESTO ROĐENJA SUPRUŽNIKA _____
PLACE AND DATE OF BIRTH OF THE SPOUSE
LIEU ET DATE DE NAISSANCE DE L'ÉPOUX / L'ÉPOUSE _____
35. DJECA:
CHILDREN:
ENFANTS:
- | Ime / Given name(s)/ Prénom(s) | Prezime / Surname / Nom | Datum rođenja / Date of birth / Date de naissance |
|--------------------------------|-------------------------|---|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
36. NAPOMENE: _____
REMARKS: _____
REMARQUES: _____
-
37. Pri punoj svijesti izjavljujem i pristajem na sljedeće: svi moji osobni podaci koji se navode na ovom obrascu zahtjeva za vizu, prosljedit će se, ako je potrebno, na rješavanje nadležnim tijelima Republike Hrvatske, u svrhu odlučivanja o ovom zahtjevu. Izjavljujem da su svi podaci koje sam naveo u ovom obrascu istiniti i točni. Svjestan sam da će bilo koja lažna izjava imati za posljedicu odbijanje mog zahtjeva ili poništenje već izdane vize. Obvezujem se da ću napustiti državno područje Republike Hrvatske po isteku roka valjanosti vize, ako mi viza bude izdana. Obaviješten sam da je viza samo jedan od preduvjeta za ulazak na državno područje Republike Hrvatske. Svi preduvjeti za ulazak bit će ponovno provjereni pri ulasku na državno područje Republike Hrvatske.
- I declare being fully conscious and I agree to the following: All the personal data stated in this form for a visa application will be forwarded, if necessary, for processing to the competent bodies of the Republic of Croatia for the purpose of making decisions on this application.
- I declare that all the data I have given in this form are true and accurate. I am aware that any false statement will result in the refusal of my application or in the annulment of a visa already issued. I undertake to leave the national territory of the Republic of Croatia after expiry of validity of the visa if the visa has been issued to me.
- I have been informed that the visa is only one of the preconditions for entering the national territory of the Republic of Croatia. All preconditions for entry will be checked again when the national territory of the Republic of Croatia is re-entered.
- Je déclare d'être en pleine conscience en acceptant comme suit: Mes données personnelles figurant sur ce demande du visa, si nécessaire, seront transmises aux autorités compétentes de la République de Croatie pour que celles-ci puissent en prendre décisions.
- Je déclare que toutes mes données personnelles présentées sur ce formulaire sont vraies et exactes. Je suis aussi conscient (e) que toute fausse déclaration entraîne un rejet ou bien une annulation du visa déjà approuvé.
- Je m'engage à abandonner le territoire national de la République de Croatie à l'échéance de la période de validité du visa, au cas où le visa me serait accordé.
- Je suis également informé (e) que le visa n'est qu'une condition préalable pour entrer en territoire de la République de Croatie. Toutes les conditions préalables seront vérifiées de nouveau à l'occasion de l'entrée en territoire national de la République de Croatie.
38. ADRESA I TEL. BROJ PODNOSITELJA ZAHTJEVA _____
ADDRESS AND TELEPHONE OF THE APPLICANT
ADRESSE ET TÉLÉPHONE DU DEMANDEUR _____
39. MJESTO I DATUM _____
PLACE AND DATE
LIEU ET DATE _____

(potpis podnositelja zahtjeva)
(Signature of the applicant)
(Signature du demandeur)

ISPUNJAVA SLUŽBENIK NADLEŽNOGA TIJELA
TO BE FILLED OUT BY EMPLOYEE OF THE COMPETENT BODY
A REMPLIR PAR LE FONCTIONNAIRE DE L'AUTORITÉ COMPÉTENTE

Prilozi:

Enclosures:

Pièces jointes:

- ☐ Putna isprava / Travel document / Document du voyage
☐ Pozivno pismo / Letter of invitation / Lettre d'invitation
☐ Novčana sredstva / Financial funds / Ressources financières
☐ Ostalo / Other / Autre _____

Ishod postupka po zahtjevu _____

Result of the procedure related to the application

Résultat du procédé relatif à cette demande

Viza:

Visa:

Visa:

- ☐ Odbijena / Refused / Refusé
☐ Odobrena / Approved / Accordé

Vrsta vize: _____

Type of visa:

Type de visa:

Broj ulazaka: _____

Number of entries:

Nombre d'entrées:

Vrijedi od _____

Period of validity of the visa: From

Période de validité du visa: Du

do _____

to

au

Odobreno vrijeme boravka _____

Period of stay approved

Période du séjour accordée

dana

days

jours

Napomene: _____

Remarks:

Remarques: _____

(potpis službene osobe)
(Signature of the official person)
(Signature du fonctionnaire)