



REQUEST FOR VISA/PASSPORT PROCESSING (Transmittal)

This form is for Casto's use only, to advise us as to what service you are requesting, when you depart on your trip, and the address to which the documents should be sent. Please complete and include this form with your passport and/or Visa application and other required documents. **Please note – This is a transmittal form. This is not a Visa Application.**

DATE: _____

FULL NAME ID APPLICANT(S) and issuing country of passport (if applicable):

- 1. _____ US PASSPORT HOLDER? YES NO
- 2. _____ US PASSPORT HOLDER? YES NO
- 3. _____ US PASSPORT HOLDER? YES NO
- 4. _____ US PASSPORT HOLDER? YES NO

IF NOT A US PASSPORT HOLDER, WHICH COUNTRY? _____ Green Card? Yes No
 Other Status _____

SERVICE REQUESTED:(Check applicable items)

- New Issue US Passport Renewal US Passport Passport Amendment Additional Passport Pages
- Applying for a Second Valid (limited) Passport

VISA EXPEDITING: (List Countries)

1. _____	3. _____
2. _____	4. _____

BASIC CHECKLIST FOR OBTAINING VISAS (Note: these are not specific visa requirements for any one country)

- Be sure passport has enough blank Visa pages for each Visa requested. Visas will not be affixed to an "Amendment" page. Extra pages may have to be added first before Visas can be issued.
- Some countries require your passport to have a minimum remaining validity of least 6 months as a visa and/or an entry requirement even if you do not need a Visa. PLEASE CHECK WITH US REGARDING YOUR DESTINATION, AS YOU MAY NEED TO RENEW YOUR PASSPORT FIRST BEFORE ANY VISAS CAN BE ISSUED.
- Your passport should be signed on the signature line above the vital information page usually above the inside cover of most US passports.
- To avoid any delays in processing, all Visa photos should be a standard 2"x2" color passport photo, with full face toward the camera and plain white to slightly off white background. No I.D. badge photos or ¾ view INS photos will be accepted.

DEPARTURE DATE FROM THE US: _____
 LATEST DATE YOU WILL NEED THE PASSPORT BACK: _____
 (Service charges will be billed according to this date)
 RETURN COMPLETED DOCUMENTS TO:

Name:	_____	Company Name:	_____
Address:	_____	E-Mail:	_____
City/Zip Code:	_____	Company Contact:	_____
Telephone (H):	_____	Contact Telephone:	_____
Telephone (W):	_____	Fax:	_____

RETURN VIA: FedEx Priority Overnight FedEx Second Overnight FedEx (Saturday)

FedEx Account # _____ Casto Local Courier Surcharge will apply

PAYMENT:

Personal Check or Money Order \$ _____ (Payable to Casto Travel, Inc.)

CREDIT CARD PAYMENTS:

Visa; MC; AMEX # _____ Expires _____

Card Holders Name _____

Card Holder's Signature (Required) _____

Casto Use Only	

Casto Travel Visa Passport and Consulting Services
 2560 North First Street Suite 150 San Jose, CA 95131 (408) 553-4735 FAX (408) 984-7007 Email: passport@casto.com
 Also Located at 500 Sansome Street Suite 601 San Francisco CA 94111 (408) 553-4735

DISCLAIMER: Casto Visa Passport and Consulting Services acts as a service agent only and is not liable for any negligent actions or omissions of any foreign consular office, it's embassy or the US Passport Agency, other government agencies and overnight delivery services. While we make every effort to ensure that the correct visas have been issued, it is the responsibility of the traveler to check that the visas obtained are valid for the period of intended stay in that country. Use of our services constitutes agreement to these terms. Thank you.

COUNTRY: Venezuela
 Consulate General Of Venezuela
 311 California Street Suite 620
 San Francisco, CA 94104
 Phone: (415) 955-1982
 Fax: (415) 955-1970
 Email: <mailto:consulado@sanfrancisco.embavenez-us.org>
 Web: <http://www.sanfrancisco.embavenez-us.org>

US CITIZENS: TOURIST CARD AVAILABLE FROM AIRLINE . OTHERS INQUIRE FOR TOURIST TRAVEL. LIMITED ELIGIBILITY FOR TOURIST CARDS.

Business Visitor Visa Issued to non-immigrant traders, executives, representatives of enterprises or industries and micro entrepreneurs who enter the country to carry out activities and/or transactions related to trade, mercantile, financial or other lucrative activities in connection with their business.

Requirements:

- Visa application form addressed to the Consulate or Consular Section of the Venezuelan Embassy by the applicant himself or the company responsible for the applicant's travel to Venezuela. The application shall indicate the purpose of the travel and the address of the enterprise or person to be contacted in Venezuela.
- Bring or send a signed valid passport (at least six months left before expiration date).
- Company letter, in original written in the business letterheads paper, specifying the following: a) position, b) purpose of the trip, c) name and address of company or person to be contacted in venezuela, d) length of stay in venezuela, e) company who will pay for the expenses while the person is in venezuela.
- Bring a certified copy of the articles of incorporation of the company or the employer's certificate of good standing. If the applicant is the owner of the company or enterprise, he or she shall show documents that proves it.
- Photocopy of the round trip ticket or itinerary.
- Consular fee: US\$ 60.00 in money order or company check payable to Consulate General of Venezuela. We do not accept personal checks
- Non U.S. citizens need a copy of the green card, both sides, or copy of the work visa and I-94..
- When passport submitted need to be returned by mail, please send us a certified self-addressed stamped envelope or the invoice form from any courier company with the account number or credit card.

Note: A work permit to do business in the country is granted for one (1) year with multiple entries. On each entry, the bearer of this visa may stay in the country for a period of up to one hundred and eighty (180) days. The stay in the country may not be extended beyond this period of time.

Tourist Visa Issued for purposes of leisure, health or to carry out non-remunerating or non-lucrative activities, such as those related to culture, art, science or sports. Also for the purpose of making contact with enterprises established in the country or with persons who work for enterprises in the public or private sector.

Requirements:

- 1.Application form filled out and signed.
- 2.Two recent photographs (1"x1 ½"), in color and front side.
- 3.Bring or send a signed valid passport (at least six months left before expiration date).
- 4.Certification of employment, in original written in the business letterheads paper, specifying the following: a) length of employment, b) position , c)salary.
- 5.Bank reference letter (not bank statement) specifying the following: a) opening date, b) number and type of account, c) current balance.
- 6.Non U.S. citizens need a copy of the green card, both sides, or copy of the work visa and I-94.
- 7.Photocopy of the round trip ticket or itinerary.
- 8.Consular fee: US\$ 30.00 in money order or company check payable to Consulate General of Venezuela.
- 9.In case that the applicant is a minor, or spouse, he/she has to bring an affidavit or letter of support duly notarized.



República Bolivariana de Venezuela
Ministerio del Poder Popular
Para Relaciones Exteriores

FOTO

VISA APPLICATION / SOLICITUD DE VISA

1.- PERSONAL INFORMATION / DATOS PERSONALES

LAST NAME: APELLIDOS		NAMES: NOMBRES			
PLACE OF BIRTH: LUGAR DE NACIMIENTO:					
DATE OF BIRTH: FECHA DE NACIMIENTO :		NATIONALITY: NACIONALIDAD		SEX : M () F () SEXO	
MARITAL STATUS: MARRIED () ESTADO CIVIL: CASADO		SINGLE () SOLTERO		DIVORCED () DIVORCIADO	
WIDOW () VIUDO		OTHER () OTRO			
HOME ADDRESS: DIRECCION DE HABITACION					
				TELEPHONE: TELEFONO	
BUSINESS ADDRESS AND PROFESSION OR OCCUPATION: DIRECCION DE OFICINA Y PROFESIÓN U OCUPACION					
				BUSINESS PHONE: TELEFONO OFICINA	

2.- TRAVEL INFORMATION/ DATOS SOBRE EL VIAJE

TYPE OF VISA () Student () Industry () Business () Investor () Business Owner () Domestic Employment () Venezuelan Family REQUIRED: () Work () Religious () Tourism () Transit () Landlord-Retired () Non-Venezuelan Family.					
TIPO DE VISA () Estudiante () Industrial () Negocios () Inversionista () Empresario () Empleado Doméstico () Familia Venezolana REQUERIDA: () Laboral () Religioso () Turismo () Tránsito () Rentista () Familia No-Venezolana.					
PURPOSE OF TRIP: PROPOSITO DEL VIAJE			LENGTH OF STAY IN VENEZUELA: TIEMPO DE PERMANENCIA EN VENEZUELA		
WHO IS RESPONSIBLE FOR YOUR TRIP EXPENSES? QUIEN ES RESPONSABLE ECONOMICAMENTE POR SU VIAJE?					
AIRLINE & FLIGHT NUMBER: LINEA AEREA Y NUMERO DE VUELO		ARRIVAL DATE: FECHA DE ENTRADA		DEPARTURE DATE: FECHA DE SALIDA	
NAME & ADDRESS OF THE PERSON/COMPANY TO BE CONTACTED IN VENEZUELA: NOMBRE Y DIRECCION DE LA PERSONA/COMPANIA A CONTACTAR EN VENEZUELA					
NAME & ADDRESS OF WHERE YOU WILL BE STAYING IN VENEZUELA : NOMBRE Y DIRECCION DEL LUGAR DONDE PERMANECERA ALOJADO EN VENEZUELA					

3.- PASSPORT INFORMATION/ DATOS DEL PASAPORTE

PASSPORT TYPE* AND NUMBER: TIPO DE PASAPORTE* Y NUMERO		PLACE AND DATE OF ISSUE: LUGAR Y FECHA DE EXPEDICION	
*REGULAR/ORDINARIO () *REENTRY PASSPORT/PASAPORTE DE ENTRADA ()		DATE OF EXPIRATION: FECHA DE VENCIMIENTO	

APPLICANT'S SIGNATURE / FIRMA DEL SOLICITANTE _____

DATE / FECHA: _____

PLEASE DO NOT WRITE IN THIS SPACE/ POR FAVOR NO ESCRIBA EN ESTE ESPACIO

NRO. DE VISA	CLASIFICACION	FECHA	PLANILLA CONSULAR NRO.	CONTROL NRO .
		Exped: Vencimiento:		
AUTORIZADA POR			FECHA:	

Casto Travel, Inc.

SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS

(Your Letterhead)

(Date)

Consulate General of _____
Address

Attention: Visa Section

Dear Sir/Madam,

This letter is to confirm that Mr./Mrs./Miss. (full name), (state position with company, as well as length of employment), will be traveling to (city, country), for the purpose of (state specific nature of business). While in (city, country), his/her principal contact will be (name, address, phone and title). The arrival date in (country name) will be _____ and the departure date from (country name) will be _____. The length of stay will be (approximate length, date to date if known). While in (country), he / she will be staying at (name and address of hotel). **IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA, PLEASE STATE REQUEST HERE. (actual granting may be at the discretion of the consulate and depends on type of passport, the reciprocal relationship between the two countries and / or the frequency of travel to that country.)**

(Your company name here) hereby guarantees sufficient funds for his/her stay, as well as, round-trip air transportation and full medical insurance coverage. Please issue the appropriate visa.

Sincerely,

(Name and Title of person **other than the applicant** who can take responsibility for the contents of this letter)