



Dear Valued Client,

Thank you for choosing CVSC for your passport and travel visa need. The following visa application kit provides information ensuring that your visa application is smoothly processed. Please go through the information carefully and make sure all instructions are followed. Included in this application kit are:

- Visa application requirements;
- Instructions for shipping your application to CVSC;
- CVSC Order Form;
- Visa Application Form for your destination country;
- Other required documents.

If you have any questions during your application process, please call **1-800-799-6560** to speak with a customer service representative.

CVSC is a member of the Better Business Bureau with an A+ rating. You can rest assured that your passport is always handled by highly reliable professionals. We are committed to providing you with an easy and fast visa application experience. We appreciate your business and look forward to helping you with your travel visa application.

Sincerely,

Anthony Varner
Customer Service Manager

! For a stay of up to 30 days, a visa for Tourism may be obtained upon arrival at authorized ports of entry in Sri Lanka.

You need to provide the following documents for a Sri Lankan Visa:

Your Passport

You must send your actual passport, not a copy of it. Your passport must be valid for at least 6 months beyond the validity of your requested visa, and at least two blank visa pages (amendments and endorsement pages cannot be used for a visa). Passports must also be in good condition and not altered in any way.

If your passport does not meet these requirements, please contact CVSC for further instructions.

Photograph

You must provide TWO color, passport-type photographs. The photos must be 2 inches by 2 inches and printed on photo paper, with a white background. Photos printed on regular papers are not accepted and may cause delay in processing your order.

Sri Lankan Visa Application Form

You must provide one completed **Visa Application Form for Sri Lanka**, which must be completely filled, signed and dated. Do not leave any areas blank but instead write "N/A".

Proof of Travel Arrangements

You must provide proof of travel arrangements for the duration of your trip. Details of your intended arrangements must include a copy of an itinerary or e-ticket showing entry and exit dates and show the traveler's full name (as printed in the passport).

Business Letter (For Business Visa Only)

You must provide a Business Letter that is printed on your company's letterhead. The letter must:

- Display your full name, nationality and job title
- Display your company's US address
- Specify the exact purpose of your trip
- Specify the number of entries requested and the length of each stay
- Include your specific entry and exit dates
- Indicate the sponsorship and other financial arrangements

[Click here](#) to see a sample business letter.



Sri Lankan Visa Requirements

Invitation Letter from Sri Lanka (For Business Visa Only)

You must provide a letter from host company or organization in Sri Lanka on company letterhead indicating the nature of visit, probable duration of stay, validity of visa requested, places and organizations to visit and a guarantee to meet maintenance expenses.

CVSC Order Form

Fill out the attached CVSC Order Form, one form per group. You must include payment information and provide an email address and a day-time phone number where you can be easily reached. Your order will be delayed if you cannot be reached by phone in case we need to contact you with any application issues.

Special Requirements That May Apply to You:

For Non-U.S. Citizens

You must have a green card or long term US visa (B1/B2 visa is not accepted). If you have dual citizenship and wish to apply for a travel visa in the US, you must use your US passport. If you have a green card, you must send a copy of your green card.

Processing Fees:

CVSC Service Fees:

The following fees are for CVSC's professional services. Service fees are charged one per item. Final costs are determined by the level of service requested.

- | | |
|---|-------------------|
| • Standard Service (15+ business days) | \$59.00 per visa |
| • Express Service (12 - 14 business days) | \$99.00 per visa |
| • Rush Service (8 - 11 business days) | \$129.00 per visa |

Consular Fees:

- | | |
|-----------------|-------------------|
| • Business Visa | \$100.00 per visa |
|-----------------|-------------------|

Payment Method:

CVSC service fees can be paid with credit card only.

Consular fees must be paid in money order payable to Embassy of Sri Lanka. If you choose to have CVSC submit payment for the consular fees on your behalf, an additional \$15 will be charged to your credit card, and your application may be delayed.

Customer Service:

If you need any assistance with your application, please contact us by email: service@passportcenter.net, or by phone at 1-800-799-6560 during our normal business hours. For detailed information and to view our Terms & Conditions, please visit www.passportcenter.net.

We recommend that applications be sent to a designated CVSC office via a secure and traceable courier, such as FedEx, UPS or USPS Express Mail or Certified Mail. DO NOT send important documents such as your passport through regular mail.

Please send your Visa Application to the following address:

CVSC
2233 Wisconsin Avenue NW Suite 301
Washington, DC 20007
202-333-0100





TRAVEL INFORMATION

Need Passport Back By Departure Date

Expedite My Visa with **Standard Service** **Express Service** **Rush Service**

APPLICANT INFORMATION (Use separate piece of paper to list more names if necessary.)

Name	Phone Number	Passport Number

MAIN CONTACT INFORMATION (Whom do we contact for this order?)

Name	Phone Number	Email
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VISA SERVICE

Country #1	Country #2	Country #3
Visa Type Tourist <input type="checkbox"/> Business <input type="checkbox"/> Other (please specify)	Number of Entries Single <input type="checkbox"/> Double <input type="checkbox"/> Multiple <input type="checkbox"/>	

PASSPORT RETURN METHOD

Ship documents to the address below Pick up at CVSC office

Name	Phone Number
Address	
Address	
City/State /Zip	Country

The above address is **Business** **Residential**

Choose a FedEx Service:

- \$26.00: Overnight
- \$38.00: To AK, HI and PR
- \$38.00: Saturday Delivery
- \$68.00: First Overnight
- \$75.00: International Priority

Delivery Option:

- Deliver Without Signature
- Signature Required (\$3)

PAYMENT METHOD

Card Number	Exp. Date	Name on Card
Billing Address	Signature	



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Form "B"

(Regulation 6)

APPLICATION FOR A VISIT VISA

Passport No:

Date of Expiry: / /

Date of Issue: / /

Place of Issue:

Details of previous passports held, if any:

1. Name in full (Surname first):

Name of father:

2. Nationality:

If naturalized, date and place of naturalization and former nationality:

Date: / / , Place: ,

Former Nationality:

3. (a) Date of birth: / /

(b) Place of birth:

4. Civil Status:

5. If married, where spouse is resident and full Postal Address:

6. Applicant's height: feet, inches

7. Any identification marks or peculiarities:

8. Applicant's address:

(a) Permanent:

(b) During stay in
Sri Lanka:



9. Profession or Occupation:

10. Name and Address of employer, if any:

11. If in business, where is business:

12. Whether previously in Sri Lanka? If so last place of residence and date of leaving:

Place: , Date: / /

Particulars of visa or residence permit last obtained:

(a) If visa, give date of issue and period of validity:

Date: / / , Period:

(b) If residence permit, give date of issue, period of validity, permit no., and purpose of issue:

Date: / / , Period:

Permit No.:

Purpose:

13. Whether permission to visit Sri Lanka or to extend stay in Sri Lanka has been refused previously and if so, by whom and when or whether application has been made now or previously to any Sri Lanka visa office abroad? If so, full particulars and position of such application:

14. Object of present visit:

15. Route and mode of travel to Sri Lanka:

16. Period for which visit visa is required:

17. Name and address of

(a) a person in Sri Lanka who can furnish information regarding applicant and security for maintenance and repatriation of the applicant, if so required:



(b) a responsible person in applicant's own country who can furnish information regarding applicant:

18. How much money will the applicant have with him or have available for himself on arrival in Sri Lanka?

19. Any other reason to urge in support of application:

I hereby declare that to the best of my knowledge and belief the foregoing statements are true, that I shall not engage myself in any employment, paid or unpaid, on arrival in Sri Lanka and that I shall leave Sri Lanka before the date of expiry of the period of my authorized stay in the Island. I also undertake to notify the Controller of Immigration and Emigration, Colombo, immediately, any change of my address, while in Sri Lanka occurs.

Signature: _____

Date: _____

Note:

1. An application for a visit visa must be made at least one month before the date of intended travel.
2. Fee for a visit visa for US Citizens is US \$ 45.00 for every grant or issue. For non-US citizens the fee is charged on a reciprocal basis. Holders of diplomatic or official passports will be granted or issued visas free of charge.
3. An applicant may be required to submit two copies of his photograph (passport size) for issue of visa.