

**MANDATORY ORDER FORM**

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

**SECTION 1. CONTACT INFORMATION**

<b>NAME</b>	<input type="text"/>	<b>TELEPHONE</b>	<input type="text"/>
<b>E-MAIL</b>	<input type="text"/>	E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice	

**SECTION 2. TYPE OF VISA TO BE PROCESSED (COMPLETE MULTIPLE LINES IF APPLYING FOR MORE THAN ONE VISA)**

<b>VISA 1</b>	<input type="text"/>	<b>/ COST</b>	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>		+
<b>VISA 2</b>	<input type="text"/>	<b>/ COST</b>	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>		+
<b>VISA 3</b>	<input type="text"/>	<b>/ COST</b>	<input type="text"/>
	<small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>		=

<small>THIS BOX IS FOR INTERNAL OFFICE USE ONLY</small>	<b>TOTAL VISA COST</b>	<input type="text"/>
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**SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION**

<input type="checkbox"/> <b>PICK-UP AT OFFICE - \$0</b> <input type="checkbox"/> <b>PRE-PAID - \$0</b> RETURN ADDRESS: (IF PAYING FOR RETURN) <input type="checkbox"/> <b>FEDEX OVERNIGHT US - \$30</b> ADD \$20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE <input type="checkbox"/> <b>FEDEX OVERNIGHT CAN - \$50</b> <input type="checkbox"/> <b>INTERNATIONAL - \$110+</b> SOME RURAL LOCATIONS COST MORE	<b>Absolute latest date by which you must have your documents returned to you</b> <input type="text"/>
<b>RETURN SHIPPING</b>	<b>TOTAL RETURN COST</b>
<input type="text"/>	<input type="text"/>
<small>RECIPIENT'S NAME</small>	
<input type="text"/>	
<small>ADDRESS</small>	
<input type="text"/>	
<small>CITY</small>	<small>COUNTRY</small>
<input type="text"/>	<small>POST CODE</small>
<input type="text"/>	
<small>THIRD PARTY PICKUP: PROVIDE NAME</small>	

ADD TOTAL VISA COST TO TOTAL RETURN COST

**SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS**

<b>PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.</b>	<b>GRAND TOTAL AMOUNT</b>
	<input type="text"/>
	<small>ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL</small>

By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or what may be affected by processing times or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. Visa Center will charge \$50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

<b>SIGNATURE</b>	<input type="text"/>	<b>CURRENT DATE</b>	<input type="text"/>
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# SMS (Text) Notifications Application Form

<b>Last Name</b>	
<b>First Name</b>	
<b>Cell Phone Number</b>	
<b>Name of the provider (Bell, Rogers, etc.)</b>	

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND E-MAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email [info@visacenter.ca](mailto:info@visacenter.ca).**

## Disclaimer and Terms and Conditions

1. The Short Messaging Service ("SMS") provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant 's mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant's mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person's mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant 's confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at [www.VisaCenter.ca](http://www.VisaCenter.ca) . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant's mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

I have read and understood the Disclaimer and the terms and conditions contained therein and agree to abide by the same.

**Signature of the Visa**

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## REGISTRATION WITH US EMBASSIES

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

### **What is the registration?**

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

**OFFICIAL REGISTRATION IS RECOMMENDED** for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

### **What should I do to register?**

To register, you are required to fill-out short US Embassy Registration Request Form with your basic contact and travel information.

### **What is the cost?**

The cost of **peace of mind** is just USD10.00 per person.

*Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registration service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Next step:**

→ **Please, fill-out the following US Embassy Registration Request Form**

# US EMBASSY REGISTRATION REQUEST FORM

## BASIC INFORMATION

FIRST NAME

LAST NAME

DATE OF BIRTH    GENDER  M /  F  
MONTH DAY YEAR

CITIZENSHIP

## PASSPORT

PASSPORT NUMBER

PASSPORT DATE OF ISSUE     
MONTH DAY YEAR

PASSPORT DATE OF EXPIRATION     
MONTH DAY YEAR

## HOME RESIDENCE

ADDRESS 1

ADDRESS 2

CITY  STATE

ZIP CODE  CONTACT EMAIL ADDRESS

## DESTINATION INFORMATION

COUNTRY

PURPOSE OF VISIT

DESTINATION DATE OF ARRIVAL     
MONTH DAY YEAR

DESTINATION DATE OF DEPARTURE     
MONTH DAY YEAR

TYPE of RESIDENCE  HOTEL  HOME  SCHOOL  OTHER

ADDRESS at DESTINATION

CITY

PHONE NUMBER AT DESTINATION

*Note: If you have more than one destination please, provide details on a separate sheet of paper.*

DATE:    SIGNATURE:   
MONTH DAY YEAR

**INCLUDE THE FOLLOWING DOCUMENTS:**

**Schengen Visa Requirements**

## **REQUIREMENTS**

To apply for your Schengen visa you need:

- Application (You shall be asked to fill it out and sign before the Consular Officer).
- Valid passport or travel document (which expires no earlier than 180 days from your application date).
- Original Permanent Resident Card.
- Recent passport-size photo.
- Detailed original flight itinerary by your travel agent. The flight itinerary is to be presented even if you have already bought your air ticket.
- Bank or credit card statements proving your financial status.
- Letter of employment. If the applicant runs his own business, a certificate of business registration (issued by the Ministry of Consumer and Commercial Relations) shall be presented.
- Proof of destination in Greece, hotel bookings or formal invitation by relatives or friends.
- Traveler's Health and Accident Insurance.

Please note that the Consulate reserves the right to request additional documents and proofs.

APPLICATION IS APPENDED IN THE FOLLOWING PAGES

## COUNCIL DECISION

of 25 April 2002

## on the adaptation of Part III of, and the creation of an Annex 16 to, the Common Consular Instructions

(2002/354/EC)

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to Council Regulation (EC) No 789/2001 of 24 April 2001 reserving to the Council implementing powers with regard to certain detailed provisions and practical procedures for examining visa applications <sup>(1)</sup>,

Having regard to the initiative of the Kingdom of Belgium,

Whereas:

- (1) Harmonisation of visa policy entails in particular that the Schengen *acquis* should lay down rules concerning the procedures and conditions for issuing visas. It seems logical that the visa application form, which initiates the procedure for handling visa applications and also serves as the medium for verifying conditions for such handling, should take the form of a uniform document used by all the consular services of the Member States.
- (2) In accordance with Articles 1 and 2 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community, Denmark is not participating in the adoption of this Decision, and is not therefore bound by it or subject to its application. Given that this Decision aims to build upon the Schengen *acquis* under the provisions of Title IV of the Third Part of the Treaty establishing the European Community, Denmark will, in accordance with Article 5 of the said Protocol, decide within a period of six months after the Council has adopted this Decision whether it will transpose it into its national law.
- (3) As regards the Republic of Iceland and the Kingdom of Norway, this Decision constitutes a development of the provisions of the Schengen *acquis* falling within the area referred to in Article 1, point B, of Council Decision 1999/437/EC of 17 May 1999 on certain arrangements for the application of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis* <sup>(2)</sup>.

- (4) In accordance with Articles 1 and 2 of the Protocol on the position of the United Kingdom and Ireland annexed to the Treaty on European Union and to the Treaty establishing the European Community, Ireland and the United Kingdom are not participating in the adoption of this Decision and are not therefore bound by it or subject to its application,

HAS ADOPTED THIS DECISION:

*Article 1*

The following sentence shall be added after the first sentence of Section 1 of Part III of the Common Consular Instructions (CCI):

‘Applications for a uniform visa must be made using the harmonised form of which a specimen is given in Annex 16.’

*Article 2*

The specimen harmonised uniform-visa application form annexed to this Decision shall become Annex 16 to the CCI.

*Article 3*

This Decision shall apply as from 1 January 2003.

*Article 4*

This Decision is addressed to the Member States in accordance with the Treaty establishing the European Community.

Done at Luxembourg, 25 April 2002.

*For the Council*

*The President*

M. RAJOY BREY

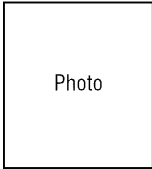
<sup>(1)</sup> OJ L 116, 26.4.2001, p. 2.

<sup>(2)</sup> OJ L 176, 10.7.1999, p. 31.

ANNEX

'ANNEX 16

Stamp of Embassy or Consulate



Application for Schengen Visa

This application form is free

1. Surname(s) (family name(s))		For Embassy/Consulate use only Date application: File handled by: Supporting documents: <input type="checkbox"/> Valid passport <input type="checkbox"/> Financial means <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> Health insurance <input type="checkbox"/> Other:
2. Surname(s) at birth (earlier family name(s))		
3. First names (given names)		
4. Date of birth (year-month-day)	5. ID-number (optional)	
6. Place and country of birth		
7. Current nationality/ies	8. Original nationality (nationality at birth)	
9. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	10. Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other	
11. Father's name	12. Mother's name	
13. Type of passport: <input type="checkbox"/> National passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Travel document (1951 Convention) <input type="checkbox"/> Alien's passport <input type="checkbox"/> Seaman's passport <input type="checkbox"/> Other travel document (please specify): .....		
14. Number of passport	15. Issued by	
16. Date of issue	17. Valid until	
18. If you reside in a country other than your country of origin, have you permission to return to that country? <input type="checkbox"/> No <input type="checkbox"/> Yes, (number and validity) .....		
*19. Current occupation		Visa <input type="checkbox"/> Refused <input type="checkbox"/> Granted
*20. Employer and employer's address and telephone number. For students, name and address of school.		
21. Main destination	22. Type of Visa: <input type="checkbox"/> Airport transit <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay	23. Visa <input type="checkbox"/> Individual <input type="checkbox"/> Collective
24. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries		25. Duration of stay Visa is requested for: ___ days
26. Other visas (issued during the past three years) and their period of validity		Characteristics of Visa: <input type="checkbox"/> LTV <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> D + C Number of entries: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple Valid from ..... To ..... Valid for: .....
27. In the case of transit, have you an entry permit for the final country of destination? <input type="checkbox"/> No <input type="checkbox"/> Yes, valid until: _____ Issuing authority: _____		
*28. Previous stays in this or other Schengen States		

\* The questions marked with \* do not have to be answered by family members of EU or EEA citizens (spouse, child or dependent ascendant). Family members of EU or EEA citizens have to present documents to prove this relationship.



29. Purpose of travel <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visit to Family or Friends <input type="checkbox"/> Cultural/Sports <input type="checkbox"/> Official <input type="checkbox"/> Medical reasons <input type="checkbox"/> Other (please specify): .....		For Embassy/Consulate use only
*30. Date of arrival	*31. Date of departure	
*32. Border of first entry or transit route	*33. Means of transport	
*34. Name of host or company in the Schengen States and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen States		
Name		Telephone and telefax
Full address		E-mail address
*35. Who is paying for your cost of travelling and for your costs of living during your stay? <input type="checkbox"/> Myself <input type="checkbox"/> Host person/s <input type="checkbox"/> Host company (State who and how and present corresponding documentation): .....		
*36. Means of support during your stay <input type="checkbox"/> Cash <input type="checkbox"/> Travellers' cheques <input type="checkbox"/> Credit cards <input type="checkbox"/> Accommodation <input type="checkbox"/> Other: <input type="checkbox"/> Travel and/or health insurance. Valid until: .....		
37. Spouse's family name		38. Spouse's family name at birth
39. Spouse's first name	40. Spouse's date of birth	41. Spouse's place of birth
42. Children (Applications must be submitted separately for each passport)		
Name	First name	Date of birth
1.		
2.		
3.		
43. Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens.		
Name		First Name
Date of Birth	Nationality	Number of passport
Family relationship:		of an EU or EEA citizen
44. I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in the Schengen States and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen States. At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the State concerned. I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Schengen State which deals with the application. I undertake to leave the territory of the Schengen States upon the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Schengen States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5.1 of the Schengen Implementing Convention and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen States.		
45. Applicant's home address		46. Telephone number
47. Place and date		48. Signature (for minors, signature of custodian/guardian) <sup>1</sup>