VisaCenter.us
FOREIGN TRAVEL VISA APPLICATION CENTERS IN USA

NEW YORK
45 W 34TH STREET, SUITE 903
NEW YORK, NY 10001

TOLL FREE 1-877-203-2551

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

NAME

TELEPHONE

E-MAIL

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)

VISA 1 — / COST +
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA

VISA 2 — / COST +
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA

VISA 3 — / COST =
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

TOTAL VISA COST

SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

- ☐ PICK-UP AT OFFICE - $0
- ☐ PRE-PAID - $0 RETURN ADDRESS: (IF PAYING FOR RETURN)
- ☐ FEDEX OVERNIGHT US - $30 ADD $20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE
- ☐ FEDEX OVERNIGHT CAN - $50
- ☐ INTERNATIONAL - $110+ SOME RURAL LOCATIONS COST MORE

Absolute latest date by which you must have your documents returned to you

RETURN SHIPPING

TOTAL RETURN COST

RECIPIENT'S NAME

ADDRESS

CITY | COUNTRY | POST CODE

THIRD PARTY PICKUP: PROVIDE NAME

ADD TOTAL VISA COST TO TOTAL RETURN COST

SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS

PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.

GRAND TOTAL AMOUNT

ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL

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.

SIGNATURE

CURRENT DATE

SMS (Text) Notifications Application Form

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

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.**

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 . 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 with out 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 Registartion 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 Registartion 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 MONTH DAY YEAR GENDER ☐ M / ☐ F

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: MONTH DAY YEAR SIGNATURE:

Azerbaijan Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	12 days
Single entry valid for up to 30 days stay	$ 100.00
Multiple entry valid for 365 days with up to 90 days stay	$ 440.00

*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added.

INCLUDE THE FOLLOWING DOCUMENTS:

Azerbaijan Visa Requirements

- Original, signed United States passport or other travel document with at least 1 clear page and 3 months of remaining validity at the date of your planned departure from Azerbaijan.
- Two color passport-type photographs against white background taken within the last 6 months. **(Photo facility is available at all Visa Centers for $10)**
- **- On-line Azerbaijan visa application form. Fill out the form on line and print two copies per applicant. Note:** ***if you experience difficulties in filling out on-line visa application form and choose us to fill this form for you, it will extend processing timing by 2 days and the charge of USD35.00 will be added to your bill.***
  - Order and Payment authorization form.
- The invitation letter;
  • **For personal visit** - the invitation letter from Azerbaijani citizen or foreign citizen currently residing in Azerbaijan along with their Azerbaijani ID;
  • **For leisure** – copy of hotel reservation. **Get it now at - WWW.FLIGHTBOOKINGFORVISA.COM**
  • **For multiple entries visa** - An invitation from a receiving party should be sent through Consular Department of the MFA; The instruction from the Consular Department of Ministry of Foreign Affairs regarding the confirmation of the invitation of receiving party should be received by the Embassy. For details receiving party may contact the Consular Department of Ministry of Foreign Affairs. Address: 4 Shikhali Gurbanov Str., Baku, AZ 1009. For questions please call +99450 7600663.
- Persons with dual citizenship, one of which is US, must apply with their US passports only. Applicants with other than US passports must provide the copy of the document confirming their current resident status in USA
- Note: Per Azerbaijan government regulations all foreigners and stateless persons, intending to stay in the Republic of Azerbaijan for more than three days, need to be registered at the State Migration Service of the Republic of Azerbaijan (www.migration.gov.az) within three days upon arrival to Azerbaijan. View more details of how to register.
- NOTE: Want to check if you prepared your Azerbaijan visa application documents correctly? Click on the following link: http://www.visacenter.us/pdfdocs/visa_pre-screen_service_form.pdf and send us your file for quick evaluation.

Azerbaijan Business Visa Requirements (additionally to the requirements above)

- Invitation letter from receiving party along with the copy of the charter and state registration certificate of the company/organization;

IMPORTANT:
In line with the Consulate requirements Visa Application Form for this country must be filled out electronically (refer to the requirements on our web page on how to do it). If you experience difficulties in filling out visa application form in the required way and choose to fill this manual form, it will extend processing timing by 2 days and non-refundable fee of **USD35.00** will be added to your bill without any further warnings immediately after we receive your documents.

Azərbaycan Respublikasının Xarici İşlər Nazirliyi
Ministry of Foreign Affairs of the Republic of Azerbaijan

Viza almaq üçün ərizə-anket
Application for visa

Qeyd: Blankı doldurarkən çap hərflərindən istifadə edin.
Note: Use block letters to fill the application form.

1. Soyadınız (pasportda olduğu kimi)/ Surname (as in passport):		
2. Adınız (pasportda olduğu kimi)/ Name (as in passport):		
3. Adınız və ya soyadınız dəyişilibmi? (əgər dəyişilibsə, nə zaman və əvvəlki adınızı və ya soyadınızı göstərin) Has your name or surname been changed? (if changed, when and your previous name or surname):		
4. Doğulduğunuz tarix (gün, ay, il) / Date of birth (day, month, year):	5. Doğulduğunuz yer / Place of birth:	6. Vətəndaşlığınız /Citizenship:
7. Vətəndaşlığınız dəyişilibmi? (əgər dəyişilibsə, nə zaman və əvvəlki vətəndaşlığınızı göstərin) Has your citizenship been changed? (if yes, when and previous citizenship):		
8. Cinsiniz / Sex: Kişi / Male: Qadın / Female:	9. Pasportunuzun və ya sərhədkeçmə sənədinizin nömrəsi və seriyası / Number and serial of passport or travel document:	10. Pasportunuzun və ya sərhədkeçmə sənədinizin verildiyi yer (ölkə, şəhər) / Place of issue (country, city) of passport or travel document:
11. Pasportunuzun və ya sərhədkeçmə sənədinizin növü / Type of passport or travel document: Ümumvətəndaş / Ordinary Xidməti / Service Diplomatik / Diplomatic Digər / Other _____	12. Verilmə tarixi (gün, ay, il) / Date of issue (day, month, year):	13. Etibarlıdır (gün, ay, il) / Valid until (day, month, year):
14. Son beş ildə aldığınız vizalar / Other visas issued during the past five years:		
15. Ailə vəziyyətiniz / Marital status: Evli / Married Subay / Single Dul / Widowed Boşanmış / Divorced	16. Hal-hazırkı ünvanınız / Full present address:	17. Ev telefon nömrəniz / Home phone number:

18. İş yeriniz və ixtisasınız / Occupation and specialty:	19. Azərbaycana nə vaxt gəlməyi planlaşdırırsınız / When are you going to come to Azerbaijan:	20. Nəqliyyat vasitəsi (əgər minik avtomobildirsə, nömrəsi) / Type of transport (if it is a car, license number):
21. Son məntəqəniz (ölkə, şəhər) / Final destination (country, city):		22. Səfərin müddəti (gün) / Duration of a visit (days):
23. Azərbaycana nə vaxtsa səfər elmisinizmi? / Have you ever visited Azerbaijan?: Bəli / Yes Xeyr / No Səfər etdiyiniz təqdirdə, nə vaxt? / If yes, when?	24. Nə vaxtsa, Azərbaycan vizası almısınızmı? / Have you ever been issued a visa to Azerbaijan? Bəli / Yes Xeyr / No Nə vaxt? / When? Haradan (ölkə, şəhər)? / Where (country, city)? Sonuncu vizanın nömrəsi / Number of last visa:	25. Sizə nə vaxtsa, Azərbaycan vizasının verilməsində etiraz olunubmu? / Have you ever been refused a visa to Azerbaijan? Bəli / Yes Xeyr / No Nə vaxt? / When?

26. İctimai təhlükə yarada biləcək infeksiyaya tutulmusunuzmu? Did you suffer from any infectious disease dangerous for public health?
Bəli / Yes
Xeyr / No
Təsdiq olduqda, adı: / If yes, name:

27. Nə vaxtsa cinayət məsuliyyətinə cəlb olunmusunuzmu? / Have you ever been charged of any criminal offences anywhere?
Bəli / Yes
Xeyr / No
Nə vaxt? / When?

28. Ermənistan Respublikası tərəfindən işğal olunmuş Azərbaycan Respublikasının Dağlıq Qarabağ bölgəsinə səfər etmisinizmi? / Have you ever visited Nagorno Karabakh region of the Republic of Azerbaijan occupied by the Republic of Armenia?
Bəli / Yes
Xeyr / No
Səfər etdiyiniz təqdirdə, nə vaxt? / If yes, when?

29. Səfərinizin məqsədi / Purpose of your trip:	30. Vizanın növü / Type of visa:	31. Girişin sayı / Number of entries:
Rəsmi / Official İşgüzar / Business Turizm / Tourism Əmək / Employment Təhsil / Education Müalicə / Medical treatment Elmi-mədəni-idman / Scientific-cultural-sports Şəxsi səfər / Private visit	Giriş / Entry Tranzit / Transit	Birdəfəlik / Single İkidəfəlik / Double Çoxdəfəlik / Multiple

32. Sizi Azərbaycana dəvət edən təşkilatın, hüquqi şəxsin fəaliyyət istiqaməti və ya dəvət edən şəxsin statusu / Direction of activity of organization , juridicial person inviting you to Azerbaijan or the status of the inviting person :

Dövlət / Government
QHT / Nongovernmental organization
Kommersiya / Business
Humanitar / Humanitarian
Azərbaycan Respublikası vətəndaşı / The citizen of the Republic of Azerbaijan
Azərbaycan Respublikasında daimi yaşayan əcnəbi / The foreigner constantly living in the Republic of Azerbaijan
Əməkçi miqrant / The employed migrant

33. Sizi Azərbaycana dəvət edən təşkilatın, hüquqi və ya fiziki şəxsin tam adı, ünvanı və telefonu / Full name , address and phone number of organization, juridicial or physical person inviting you to Azerbaijan:

34. Azərbaycanda qalacağınız ünvan / Address of the place of your stay in Azerbaijan:

35. Səfərinizi kim maliyyələşdirir? / Who will pay for your visit?	36. Azərbaycanda işləmək fikriniz varmı? /Do you intend to be employed in Azerbaijan? Bəli / Yes Xeyr / No	37. Azərbaycanda təhsil almaq fikriniz varmı? / Do you intend to study in Azerbaijan? Bəli / Yes Xeyr / No

38. Pasportunuza qeyd olunan 16 yaşına çatmayan və sizinlə səfərdə olan şəxslər / Children under 16 years or persons included on your passport and who will travel with you to Azerbaijan:

Soyadı / Surname	Adı / Name	Doğulduğu tarix / Date of birth	Doğulduğu yer / Place of birth	Qohumluq əlaqəsi / Relationship

39. Mən təsdiq edirəm ki, ərizədə göstərilən sualları oxuyub başa düşdüm və düzgün cavab verdim. Başa düşürəm ki, hər hansı yalnış məlumat nəticəsində mənə viza verilməsindən imtina edilə bilər / I certify that I read, understood and correctly responded to all questions set forth in this application. I understand that any false or misinformation may result in the refusal of a visa to Azerbaijan

Tarix / Date Ərizəçinin imzası / Signature of applicant Yer / Place

XİDMƏTİ QEYDLƏR / FOR OFFICIAL USE ONLY

Ərizənin qəbul edilmə tarixi:

Viza:
Verildi:
Etiraz edildi

Vizanın kateqoriyası:
Adi
Xidməti
Diplomatik

Verilmə tarixi:

Etibarlıdır (gün, ay, il):

Əlavə olaraq aşağıdakı sənədlər qəbul edilmişdir:

- qəbul edən tərəfin (hüquqi və ya fiziki şəxsin) Azərbaycan Respublikasının dövlət dilində vəsatətinin əsli;
- vəsatət təqdim edən hüquqi şəxsin Nizamnaməsi və ya Azərbaycan Respublikasının qanunvericiliyinə uyğun qeydiyyatdan keçməsi barədə şəhadətnamənin surəti, qəbul edən fiziki şəxsin şəxsiyyətini təsdiq edən sənədin surəti;
- biometrik identifikasiya tələblərinə uyğun 2 ədəd fotoşəkil (3,5 X 4,5)
- biometrik identifikasiya tələblərinə uyğun əl-barmaq izləri;
- müvafiq icra hakimiyyəti orqanı tərəfindən təhsil müəssisəsinə daxil olma faktını təsdiq edən sənəd;
- son məntəqəyə getmək üçün viza;
- sağlamlıq barədə tibbi arayış;
- ölkədə əmək fəaliyyəti ilə məşğul olmaq üçün icazə;
- tibbi sığorta;
- ölkəyə girmək və ölkədə qalmaq üçün lazım olan maliyyə vəsaitinin olmasını sübut edən sənədlər;
- dövlət rüsumunun ödənilməsi barədə qəbz.

Qeyd: