

OTTAWA 1 RIDEAU ST. SUITE 704 OTTAWA, ON K1N 8S7 MON-FRI: 9-5	TORONTO (Head office) 1000 FINCH AV. W SUITE 900 TORONTO, ON M3J 2V5 MON-FRI: 8-6 SAT: appointment only	DOWNTOWN TORONTO 439 UNIVERSITY AV. FLOOR 5 TORONTO, ON M5G 1T6 MON-FRI: 9-5 DROP-OFF ONLY	MARKHAM 3601 HWY 7 E. SUITE 1005 MARKHAM, ON L3R 0M3 MON-FRI: 9:30-5:30	CALGARY 400-5TH AVE SW SUITE 300 CALGARY, AB T2P 0L6 MON-FRI: 9-5 DROP-OFF ONLY	VANCOUVER 601 WEST BROADWAY SUITE 400 VANCOUVER, BC V5Z 4C2 MON-FRI: 9-5
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ORDER FORM

1-866-334-0811 - Toll Free Telephone

1-866-505-7024 - Toll Free Fax

Section 1: CONTACT INFORMATION

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

LAST NAME FIRST NAME
 E-MAIL TELEPHONE
 TRAVEL AGENT
IF APPLICABLE TRAVEL AGENT NAME, COMPANY NAME AND TELEPHONE NUMBER. AGENTS APPLYING ON BEHALF OF CLIENTS MAY WISH TO REGISTER AGENCIES AT WWW.VISACENTER.CA/TRAVELAGENTS

Section 2: TYPE OF VISA TO BE PROCESSED (complete multiple lines if applying for more than one visa or service)

VISA 1 COST \$ HINT: Visa Fee + Tax
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA
 +
 VISA 2 COST \$ HINT: Visa Fee + Tax
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA
 +
 VISA 3 COST \$ HINT: Visa Fee + Tax
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA
 +
 VISA 4 COST \$ HINT: Visa Fee + Tax
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) & TYPE (single, double, or multiple) OF VISA
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OFFICE REMARKS:

TOTAL SERVICE COST \$ **BOX A**
SUM UP ABOVE BOXES

Section 3: OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

Pick-up at office - \$0 (Except Calgary and Toronto downtown) Courier Overnight CAN - \$27 Some rural locations cost more FedEx Overnight USA - \$50 **TOTAL RETURN COST** \$ **BOX B**
 International - \$110+ National Same Day - \$280+

Return Address (IF PAYING FOR RETURN):

Name
 Address
 City Post Code
 Third Party Pickup: Provide Name

IMPORTANT!

Absolute latest date by which you must have your document returned to you.

Section 4: PAYMENT FOR YOUR VISA APPLICATIONS - PLEASE SELECT YOUR PREFERRED METHOD

Visa MasterCard AMEX E-mail transfer (Debit) PayPal Wire Transfer **SUBTOTAL (ADD BOX A & B)** \$ **BOX C**

PAYMENT NOTES: Wire transfers are available from abroad. Such may be carried out through Money Gram, Western Union or SWIFT Bank Transfer in CANADIAN FUNDS. Add a service fee of \$20 for Wire Transfer Service.

Card Number Expiry CVC
 Card Billing Address
 City Post Code

Add 2.5% convenience fee if paying by credit card (multiply amount in BOX C by 0.025) \$ **BOX D**

TOTAL SERVICE CHARGE TO BE APPLIED TO MY CREDIT CARD (add BOX D & C) OR OTHER PAYMENT METHOD \$

By using the services of Visa Center, I authorize you to handle my personal information and my passport/other documents and particulars to a foreign diplomatic/consular missions in Canada & US for the purpose of acquiring a visa or other consular documents as well as to receive information about my application from foreign diplomatic/consular missions and **sign on my behalf whenever and wherever it is required for the purpose of obtaining visa**. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center does not issue visas and can not and does not guarantee a visa will be issued or issued by a diplomatic/consular office, as this is the sole prerogative of the foreign government. Issuance of visa, processing timing, visa type, its length of validity, number of entries and other details are determined exclusively by the embassy/consulate on case by case basis. Once the application file has been submitted to the embassy/consulate, no changes of any kind, including the trip dates and processing timing, are possible or allowed. Processing timings and requirements mentioned on Visa Center web site is a general guide-line. Embassy/consulate has the right to request additional documentation and increase the processing timing if required. Visa Center does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic/consular or other authority grounds or passed into the control of a courier company for return delivery. Visa Center is not liable for any stolen or lost passports, while out of our hands, and holds no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client travel bookings or other purchases, down payments, or any kind of travel or other arrangements that were done prior to the issuance of visa which may be affected by processing times, visa details or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues and losses arising from errors and improper issuance of visas by the consulates and does not compensate for travel expenses arising from any of the above. Even when visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final decision to grant the entry. Visa Center will charge **\$60.00 + HST** per passport for canceled visa applications for whatever reasons after the documents have been received for processing. No refund is possible once the documents submitted to foreign diplomatic/consular mission for processing. I understand and fully accept the above mentioned. **BY SIGNING BELOW YOU AGREE ON ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD INCLUDING 2.5% CONVENIENCE FEE ON THE TOTAL IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.**

Signature

Current Date

SMS (Text) Notifications to You Cell Phone Application Form

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

In some cases email notifications might be categorized as “junk” or “spam” and sent to these folders right away without you checking them and thus missing the important update on your visa file. To avoid this unfortunate situation we offer you to have our notifications being sent to your mobile phone as text messages.

Price for this service is: 1.00 +HST, and it will be added to the total service charge.

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 EMAIL.** 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 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, the terms and conditions and the price contained therein and agree to abide by the same.

Signature of the Visa Applicant: _____

Registration with Canadian 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.ca can help you to make your contact information in the country where you are traveling available to Canadian Embassy/Consular officials responsible for helping Canadians abroad.

What is the registration?

Upon your request the Department of Foreign Affairs in Ottawa (DFAIT) will be provided with your major contact information in the country of your travel as well as your emergency contact in Canada. In the event there is a need to contact Canadians to offer urgent advice or evacuation during a natural disaster or civil unrest, or to inform them of a family emergency at home, Canadian Embassy/Consulate contacts all registered Canadian citizens in that country.

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

It is best to register **BEFORE** leaving Canada.

What should I do to register?

To register, you are required to fill-out short Registration of Canadians Abroad Form with your basic contact information.

What is the cost?

The cost of peace of mind is just CAD10.00 (HST included) per person.

I agree that Visacenter.ca submits on my behalf my data for Registration of Canadians Abroad service provided by DFAIT 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 Registration of Canadians Abroad Form**

Registration of Canadians Abroad

Note: The * denotes a mandatory field

MY PERSONAL INFORMATION

*First name:	<input type="text"/>
*Last name:	<input type="text"/>
*Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/>
	DAY MONTH YEAR
Gender	<input type="checkbox"/> M / <input type="checkbox"/> F
Passport number:	<input type="text"/>
*Preferred language:	<input type="checkbox"/> English <input type="checkbox"/> French

MY DESTINATION DETAILS

*Destination country:	<input type="text"/>	Region:	<input type="text"/>
*Additional information:	<input type="text"/>		
	ADDRESS, HOTEL, TRIP DETAILS		
*Arrival date at destination:	<input type="text"/> <input type="text"/> <input type="text"/>	*Departure date:	<input type="text"/> <input type="text"/> <input type="text"/>
	DAY MONTH YEAR		DAY MONTH YEAR

HOW TO CONTACT ME DURING MY TRIP

**You must provide at least one way of contacting you outside Canada*

Email:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>

WHOM TO CONTACT IN CASE OF AN EMERGENCY

*First name of emergency contact:	<input type="text"/>		
*Last name of emergency contact:	<input type="text"/>		
*You must provide at least one means of contact:	Email:	<input type="text"/>	
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>

ADDITIONAL DESTINATION

*Destination country:	<input type="text"/>	Region:	<input type="text"/>
*Additional information:	<input type="text"/>		
	ADDRESS, HOTEL, TRIP DETAILS		
*Arrival date at destination:	<input type="text"/> <input type="text"/> <input type="text"/>	*Departure date:	<input type="text"/> <input type="text"/> <input type="text"/>
	DAY MONTH YEAR		DAY MONTH YEAR

ADDITIONAL TRAVELLER

*First name:	<input type="text"/>
*Last name:	<input type="text"/>
Passport number:	<input type="text"/>

Signature:	<input type="text"/>	Date:	<input type="text"/> <input type="text"/> <input type="text"/>
			DAY MONTH YEAR



VISA APPLICATION

IMPORTANT! Please type or print using ballpoint

I declare that data supplied by me is 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 Russian law. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (If you formerly had USSR or Russian citizenship, please indicate when and why you lost it)	6. Purpose of visit
	7. Category and type of visa

2. Last name (as in passport)	8. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>
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3. First and middle names (as in passport)	9. Date of entry in Russia (dd/mm/yy)	10. Date of departure from Russia (dd/mm/yy)
4. Date of birth (dd/mm/yy)	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	

11. Passport No Issued by	Date of issue (dd/mm/yy) Valid until (dd/mm/yy)
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12. Type of passport other <input type="checkbox"/> diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> please specify <input type="checkbox"/>
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13. Russian institution or organization to be visited? (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host)

14. Itinerary (places of visit)

****15. Do you have a medical insurance valid in Russia?**
yes Please specify? no

16. Who will pay for your trip to and stay in Russia?

17. Marital status married single (never married) divorced separated widowed

18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable)	19. Spouse's date of birth (dd/mm/yy)
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20. Spouse's place of birth

**21. Your father's full name	**22. Your mother's full name
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23. Have you ever been issued a Russian visa? (When and where?)

****24. Has your passport ever been lost or stolen?** yes no

**25. List all countries you have visited in the last ten years and indicate the year of visit	**26. List all countries which have ever issued you a passport
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**27. List your last two places of work, excluding the current one			
1. Name	Address	Phone number	Your chief's surname
Your position		Dates of joining – dismissal (mm/yy)	(mm/yy)
2. Name	Address	Phone number	Your chief's surname
Your position		Dates of joining – dismissal (mm/yy)	(mm/yy)

**** - not to be filled by holders of diplomatic and official passports**

****28. List all educational institutions you ever attended, except high schools**

1. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)
2. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)

****29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with**

****30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify**

****31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

****32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS

A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

Have you ever been arrested or convicted for any offence? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been refused a Russian visa? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Has your Russian visa ever been canceled? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever overstayed your Russian visa or stayed unlawfully in Russia? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been deported from Russia? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>

Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

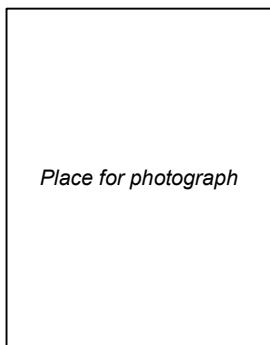
34. Name, address and phone number of a person or hotel in Russia that you plan to stay with

35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes no

36. Application completed: Surname, first name _____

Relationship to applicant _____

Applicant's address _____



I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

Date (dd/mm/yy), applicant's signature _____

37. Other names ever used (maiden name, pen-name, holy orders, et..)

38. Your permanent address, phone and fax number, E-mail

39. Place of birth (If born in Russia, please indicate when and what country you emigrated to)

40. Place of work or study, present position (name, address, phone and fax numbers, E-mail)

41. Are any of your relatives staying in Russia now?

(full name, relation degree, date of birth, permanent address)