

VISA CENTER ORDER FORM

TORONTO
1000 Finch Ave. W.
Suite 900,
North York, ON
M3J 2V5
MON-FRI 9AM-6PM

MARKHAM
3601 HWY 7 East,
Suite 1005,
Markham, ON
L3R 0M3
MON-FRI 9:30-5:30

CALGARY
400 5th Avenue SW,
Suite 300,
Calgary, AB
T2P 0L6
MON-FRI 9 am-5pm

VANCOUVER
550 West Broadway
Suite 730,
Vancouver, BC
V5Z 0E9
MON-FRI 9AM-5PM

1. PERSONAL INFORMATION (PERSON SUBMITTING MAY NOT BE THE APPLICANT)

LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>
E-MAIL	<input type="text"/>	TELEPHONE	<input type="text"/>
TRAVEL AGENT	<input type="text"/>	MAIN APPLICANT NAME IF DIFFERENT FROM ABOVE	<input type="text"/>

2. SERVICE DESCRIPTION (INDICATE TYPE OF SERVICE YOU ARE APPLYING FOR AND PRICE)

SERVICE 1	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
SERVICE 2	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
SERVICE 3	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
THIS BOX IS FOR INTERNAL OFFICE USE ONLY			SERVICE TOTAL

3. OPTIONS FOR RETURNING YOUR DOCUMENTS TO YOU

<input type="checkbox"/> 0.00 PICK-UP AT OFFICE <input type="checkbox"/> \$100 LOCAL SAME-DAY RUSH COURIER (TORONTO, VANCOUVER) <input type="checkbox"/> \$150 LOCAL CITY SAME-DAY EVENING COURIER (TORONTO ONLY) <input type="checkbox"/> \$175 AIRPORT TERMINAL DELIVERY (TORONTO, VANCOUVER)	<input type="checkbox"/> \$40 OVERNIGHT DELIVERY CANADA <input type="checkbox"/> \$65 OVERNIGHT DELIVERY (9 AM) CANADA <input type="checkbox"/> \$70 SATURDAY DELIVERY CANADA <input type="checkbox"/> \$350 CANADA SAME DAY DELIVERY <input type="checkbox"/> \$155 INTERNATIONAL COURIER	IMPORTANT! ABSOLUTE LATEST DATE BY WHICH YOU MUST HAVE YOUR PASSPORT(S) BACK
RETURN SHIPPING RECIPIENT'S NAME (MUST BE OVER 18 OR OLDER)	COURIER TOTAL	
BUILDING NUMBER _____ STREET NAME _____ CITY/TOWN _____ PROVINCE _____ COUNTRY _____ POSTAL CODE _____	ADD SERVICE TOTAL TO COURIER TOTAL	

4. PAYMENT

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER <input type="checkbox"/> PayPal <input type="checkbox"/> DEBIT CARD <input type="checkbox"/> MONEY ORDER BANK DRAFT	E-TRANSFER AND PAYPAL PAYMENTS MUST BE SENT TO PAYMENTS@VISACENTER.CA
CREDIT CARD NUMBER <input type="text"/> EXPIRY DATE <input type="text"/>	TOTAL AMOUNT <input type="text"/>
BILLING ADDRESS <input type="text"/>	CARDHOLDER SIGNATURE AUTHORIZING CARD TO BE CHARGED FOR THIS AMOUNT -> <input type="text"/>

By using the services of Visa Center, I authorize it 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 on 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 by a diplomatic/diplomatic/consular office, as this is the sole prerogative of the foreign government. Issuance of visa, processing timing, visa type, its validity term, 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/or processing timing, are possible or allowed. Processing timings and requirements mentioned on Visa Center web site is a general guide-line only. Embassy/consulate has the right to request additional documentation and increase the processing timing. 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 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 that 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. Client with visa application form submitted in any other than the required format will be charged \$35+HST. Visa Center will charge \$85 + HST per passport, per country, 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 OF APPLICANT OR ACTING AGENT 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 CAD16.95 (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 16.95 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

INCLUDE THE FOLLOWING DOCUMENTS:

Austria Visa Requirements

- A valid passport (Valid at least for 3 months from departure date)
- TWO filled out application forms
- TWO passport size photo. (Photo facility is available on-site - TORONTO, OTTAWA, MARKHAM & VANCOUVER). Please note that photos from photo booth or home-shot photos are not acceptable.
- Travel itinerary (showing dates of travel) for complete journey and airline reservation (original airline and/or train tickets, fully paid rental car and hotel reservations must be presented when travel document is picked up)
- Proof of travel insurance or health/accident insurance providing worldwide coverage; minimum medical coverage at least CAD 50,000.00. Insurance company must have partner company in Austria or another EU member state.
- Original Permanent Resident Card (PR Card) or long-term Canadian visa (except visitor visa) in passport; visas of countries you intend to visit after your stay in Austria
- TOURIST: 1)Confirmed hotel-reservation or confirmation of tour ; 2)Recent bank-statement, stamped and signed by your bank ;3) Letter of continued employment and recent statement of income of the last 3 months
- BUSINESS: 1) Original letter from your company stating reason for your stay in Austria ; 2)Original letter of invitation (Verpflichtungserkl.,rung), duly signed by a representative of the Austrian company (manager, executive officer, ...). Both the number of stays required in Austria and the time period covered (listed in number of days, e.g. 20 days, 45 days, etc.) must be stated; 3)Copy of notarized excerpt of official registry of companies in Austria (Auszug aus dem Firmenregister)
- VISITING FAMILY/FRIENDS:1)Original, notarized letter of invitation (Verpflichtungserkl.,rung). Fax copies will not be accepted ; 2)Original stamped bank-statement and proof of income of the last 3 months (letter signed by host's employer) of your host in Austria ;3)Copy of your host's valid passport (photo- and visa-pages), your host's Austrian citizenship papers, and/or your host's valid Austrian PR-Card ("Daueraufenthalt-EG") ; 4)Copy of host's Meldebest.,tigung (= Austrian residency registration certificate) ; 5)Applicant's recent bank-statement, stamped and signed by the bank ; 6) # Applicant's letter of continued employment and recent statement of income of the last 3 months
- STUDENT: 1) Birth certificate (long form); 2)Original letter of admission to Austrian school or university/college ; 3)Police clearance record (not older than three months)
- Persons WITH DUAL citizenship, ONE of which IS Canadian, must apply WITH their Canadian passports only. Applicants WITH other THAN Canadian passports must provide the copy of the document confirming their current resident STATUS IN Canada (PR Card, Landed Document, WORK Permit)

Photo

Stamp 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: Valid passport Financial means Invitation Means of transport Health insurance 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 Male Female	10. Marital status : Single Married Separated Divorced Widow(er) Other	
11. Father's name	12. Mother's name	
13. Type of passport: National passport Diplomatic passport Service passport Travel document (1951 Convention) Alien's passport Seaman's passport 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? No Yes, (number and validity)		
* 19. Current occupation		Visa : Refused Granted
* 20. Employer and employer's address and telephone number. For students, name and address of school.		Characteristics of Visa : LTV A B C D D + C
21. Main destination	22. Type of Visa : Airport transit Transit Short stay Long stay	23. Visa : Individual Collective
24. Number of entries requested Single entry Two entries Multiple entries	25. Duration of stay Visa is requested for: _____ days	Number of entries : 1 2 Multiple
26. Other visas (issued during the past three years) and their period of validity		Valid from
27. In the case of transit, have you an entry permit for the final country of destination? No Yes, valid until: _____ Issuing authority: _____		To
* 28. Previous stays in this or other Schengen states		Valid for :

* 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 Tourism Business Visit to Family or Friends Cultural/Sports Official Medical reasons 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? Myself Host person/s Host company. (State who and how and present corresponding documentation):		
* 36. Means of support during your stay Cash Travellers' cheques Credit cards Accommodation Other: 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 <u>must</u> be submitted separately for each passport)		
Name		Date of birth
First name		
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 : <div style="text-align: right;">of an EU or EEA citizen</div>		
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)