

VISA CENTER ORDER FORM

TORONTO
4646 DUFFERIN ST., UNIT 6
TORONTO, ON
M3H 5S4
MON-FRI: 9AM-6PM

CALGARY
400 5TH AVENUE SW
SUITE 300, CALGARY, AB
T2P 0L6
MON-FRI: 9AM-5PM

VANCOUVER
1285 WEST BROADWAY SUITE 600,
VANCOUVER, BC
V6H 3X8
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 DIFERENT FROM ABOVE	<input type="text"/>

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

SERVICE 1	<input type="text"/> LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE	/ SERVICE PRICE	<input type="text"/> +
SERVICE 2	<input type="text"/> LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE	/ SERVICE PRICE	<input type="text"/> +
SERVICE 3	<input type="text"/> LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE	/ 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"/> \$40 OVERNIGHT DELIVERY CANADA |
| <input type="checkbox"/> \$100 LOCAL SAME-DAY RUSH COURIER (TORONTO, VANCOUVER) | <input type="checkbox"/> \$65 OVERNIGHT DELIVERY (9AM) CANADA |
| <input type="checkbox"/> \$150 LOCAL CITY SAME-DAY EVENING COURIER (TORONTO ONLY) | <input type="checkbox"/> \$70 SATURDAY DELIVERY CANADA |
| <input type="checkbox"/> \$175 AIRPORT TERMINAL DELIVERY (TORONTO, VANCOUVER) | <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

- E-MAIL TRANSFER
- MONEY ORDER BANK DRAFT

**E-TRANSFER PAYMENTS MUST BE SENT TO PAYMENTS@VISACENTER.CA
CHEQUES MUST BE ISSUED TO VISA CENTER.**

TOTAL AMOUNT

ADD ABOVE BOXES FOR GRAND
TOTAL FOR CREDIT CARD PAYMENTS
ADD 2.5% FOR TO WHOLE AMOUNT

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. 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:

*Last name:

*Date of birth: Gender M / F
DAY MONTH YEAR

Passport number: *Preferred language: English French

MY DESTINATION DETAILS

*Destination country: Region:

*Additional information:
ADDRESS, HOTEL, TRIP DETAILS

*Arrival date at destination: *Departure date:
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:

Telephone: Mobile:

WHOM TO CONTACT IN CASE OF AN EMERGENCY

*First name of emergency contact:

*Last name of emergency contact:

**You must provide at least one means of contact:* Email:

Telephone: Mobile:

ADDITIONAL DESTINATION

*Destination country: Region:

*Additional information:
ADDRESS, HOTEL, TRIP DETAILS

*Arrival date at destination: *Departure date:
DAY MONTH YEAR DAY MONTH YEAR

ADDITIONAL TRAVELLER

*First name:

*Last name:

Passport number:

Signature:

Date:
DAY MONTH YEAR

INCLUDE THE FOLLOWING DOCUMENTS:

Mongolia Visa Requirements

- **Canadian citizens who wish to enter or stay in Mongolia for up to 30 days on official, private business or tourism are exempted from the visa requirement. If an intended trip is more than 30 days, Canadian citizens must obtain an appropriate visa.**
- Passport valid for at least 6 months on the date of entry to Mongolia and with at least 1 empty page
- Filled out and signed Mongolia visa application form
- One recent color passport photo against white background (Photo facility is available on-site - TORONTO, OTTAWA, MARKHAM & VANCOUVER). Please note that photos from photo booth or home-shot photos are not acceptable.
- Detailed itinerary print-out of your trip showing arrival and departure dates to and from Mongolia.
- Hotel booking confirmation
- For private visa: a personal invitation from a citizen of Mongolia, approved by the Civil Registration and Information Center of Mongolia, and applicant's written statement identifying his/her financial credibility to cover his/her stay in Mongolia.
- For transit visa: onward ticket and visa for next destination.
- 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)
- **NOTE: Want to check if you prepared your Mongolia visa application documents correctly? Click on the following link: http://www.visacenter.ca/pdf/additional_visa_pre-screen_service_form.pdf and send us your file for quick evaluation.**

Mongolia Business Visa Requirements (additionally to the requirements above)

- An invitation of the receiving entity (government, non-governmental organization, business entity) or an official request from the sending organization or company;
- Business visa applicants must fill out special [business visa application form](#).

МОНГОЛ УЛСЫН ВИЗИЙН МЭДҮҮЛЭГ
VISA APPLICATION OF MONGOLIA

3.5*4.5 photo taken
within the last six
months

3.5*4.5 цээж зураг
(сүүлийн 6 сард
авахуулсан)

Визийн мэдүүлгийг бөглөхийн өмнө сайтар уншиж танилцана уу.
Please read carefully before you fill in.

1. Овог/ Surname (as in passport)	2. Өөрийн нэр/ Given and Middle names (as in passport)	Шийдвэрийн хуудас /For official use only/
3. Иргэний харьяалал/ Current nationality(s) 1. _____ 2. _____ 3. _____		1. <u>Виз мэдүүлгийн дугаар / Application reference number</u>
4. Төрсөн он сар өдөр/ Date of birth (year-month-day) 	5. Төрсөн газар/ Place and country of birth	2. <u>Виз мэдүүлсэн газар/ Application lodged at</u>
6. Хүйс/ Sex <input type="checkbox"/> Эр/Male <input type="checkbox"/> Эм/Female <input type="checkbox"/> Бусад/Other	7. Гэрлэлтийн байдал /Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other (Please specify)	3. <u>Визийн мэдүүлэг хүлээн авсан ажилтан / Visa application received by:</u> Нэр/Name Гарын үсэг/Signature
8. Ажил, сургуулийн хаяг / Employer and its address For students, name and address of educational establishment: Гудамж/Street Хот, улс/City, country Утас, Факс/Phone, Fax	9. Одоо эрхэлж буй ажил / Current occupation	4. <u>Виз олгох эсэх/Visa decision</u> <input type="checkbox"/> Татгалзах / Denied <input type="checkbox"/> Олгох / Approved
10. Гэрийн хаяг, холбоо барих утас / Home address and contact information Хаяг/Address: Утас/Telephone number: Гар утас / Mobile phone number: Цахим шуудан / Email address: Яаралтай үед холбоо барих хүний нэр, утас /Emergency contact person and number:		5. <u>Зөвшөөрөл, хувийн үрилгэйн дугаар (хэрэв байгаа бол) /Approval or invitation number if available</u>
11. Паспортын төрөл/ Type of passport <input type="checkbox"/> Энгийн/Ordinary <input type="checkbox"/> Албан/Service/Official <input type="checkbox"/> Дипломат/Diplomatic <input type="checkbox"/> Бусад /Other (please specify):		6. <u>Олгосон визийн ангилал / Visa category</u>
12. Паспортын дугаар/ Passport number 	13. Дуусах хугацаа/ Expiry date (year-month-day) 	7. <u>Байх хугацаа / Duration of stay</u>
14. Танд Монгол Улсад гэр бүл, хамаатан, найз нөхөд, бизнесийн хамтрагч, эсвэл судалгааны ба эрдмийн ажлын харилцаатай хүн, хүлээн авах хувь хүн, аж ахуйн нэгж, байгууллага бий юу? /Do you have a family member, relative, friend, business partner, research or academically associated person, a host person or organization in Mongolia? <input type="checkbox"/> Yes Name, address, phone number: <input type="checkbox"/> No		8. <u>Визийн зориулалт / Visa type</u> <input type="checkbox"/> Орох / Entry <input type="checkbox"/> Дамжин өнгөрөх / Transit <input type="checkbox"/> Гаргах-орох /Re-entry
15. Та Монголд өмнө нь зочилж байсан уу? /Have you visited Mongolia previously? <input type="checkbox"/> Yes Он, сар, өдөр/Date _____ Зорилго / Purpose _____ <input type="checkbox"/> No		9. <u>Визийн төрөл / Number of entries</u> <input type="checkbox"/> 1 удаа / Single <input type="checkbox"/> 2 удаа / Double <input type="checkbox"/> Олон удаа 6 сар / Multiple entry valid for 6 months <input type="checkbox"/> Олон удаа 1 жил / Multiple entry valid for 1 year
16. Монгол Улсад байх таны хаяг, утасны дугаар /Place of your intended stay in Mongolia Address: Telephone number (if available):		10. <u>Олгосон визийн дугаар / Visa number</u>
17. Аяллын зорилго/ Purpose of travel <input type="checkbox"/> Жуулчлал/Tourism <input type="checkbox"/> Албан/Official <input type="checkbox"/> Суралцах/Study <input type="checkbox"/> Ажиллах/Employment <input type="checkbox"/> Гэр бүлдээ, найзындаа зочлох/Visiting families or friends <input type="checkbox"/> Дамжин өнгөрөх/Transit <input type="checkbox"/> Хурал/Conference <input type="checkbox"/> Бизнес/Business <input type="checkbox"/> Хувийн/Private <input type="checkbox"/> Бусад/Other (please specify):		11. <u>Шийдвэр гаргасан албан тушаалтан / Visa officer:</u> Нэр/Name Гарын үсэг/Signature
18. Хилээр нэвтрэх тоо / Number of entries requested <input type="checkbox"/> Нэг удаа/ Single <input type="checkbox"/> Хоёр удаа/ Double <input type="checkbox"/> Олон удаа/ Multiple entries Монголд ирэх өдөр / Date of expected arrival: Монголоос явах өдөр / Date of expected departure:		12. <u>Шийдвэр гаргасан огноо /Date of visa decision</u>
19. Үйлчилгээний төрөл / Service requested for visa processing <input type="checkbox"/> Энгийн/ Regular processing (3-5 working days) <input type="checkbox"/> Яаралтай/ Expedited processing (within 8 working hours)		13. <u>Шийдвэр гаргасан огноо /Date of visa decision</u>

20. Хамт яваа 18 хүртэлх насны хүүхэд/ Children under 18 years travelling with you Паспорт тус бүрт визийн мэдүүлэг бөглөх шаардлагатай./ Every passport holder must submit a separate application/					
	Иргэний харьяалал/ Current nationality(s)	Овог/ Surname (as in passport)	Өөрийн нэр/ Given and Middle names (as in passport)	Төрсөн он сар өдөр /Date of birth	Тантай ямар хамааралтай болх /Relationship to the applicant
1.					
2.					
3.					

21. Та дараах асуултанд хариулна уу.
/Please answer the following questions./

A. Танд урьд нь Монгол Улсын виз олгохоос татгалзаж байсан эсэх?
Have you ever been denied a Mongolian visa?

Yes Хаана/Where Он,сар,өдөр/Date
 No

B. Та өөр нэрээр Монгол Улсын виз мэдүүлж байсан эсэх?
Have you ever applied for a Mongolian visa with a different name?

Yes Хаана/Where Яагаад/Why Он,сар,өдөр/Date
 No

22. Энэхүү мэдүүлгийг виз мэдүүлэгчийн өмнөөс бөглөж байгаа бол тухайн иргэн энэ хэсгийг бөглөнө үү.
/Please complete this section if you are filling this form on behalf of the applicant/

A. Энэхүү мэдүүлгийг бөглөсөн хүний овог нэр
/Name of person completing the form/.....

B. Виз мэдүүлэгчтэй ямар хамааралтай.....
/Relationship to the applicant/

C. Хаяг, утасны дугаар.....
/Address and phone number/

D. Гарын үсэг.....
/Signature/

БАТАЛГАА/DECLARATION

I agree to that my personal data on this application form are given to appropriate authorities of Mongolia for visa related matters.

I declare that, to the best of my knowledge, the given details above are correct and complete. I am aware that any false statements will lead to my application being denied or to the cancellation of a visa already granted and may also render me liable to prosecution under the relevant laws and regulations of Mongolia.

I am obligated to leave the territory of Mongolia no later than the expiration date of the visa, if granted.

I do acknowledge that the possession of a visa is only prerequisite for entry into the territory of Mongolia.

I am aware that the visa fee is not refunded if the visa is refused.

I must get registered with the Mongolia Immigration Agency **within 7 days** of my arrival in Mongolia and obtain/extend appropriate type of visa, **if my duration of stay is longer than 30 days.**

Миний бие дээр мэдүүлсэн мэдээллийг үнэн, зөв болохыг баталж байна. Буруу, ташаа мэдээлэл өгсөн нь Монгол Улсад нэвтрүүлэхээс татгалзах болон виз олгохгүй байх үндэслэл болно гэдгийг ойлгож байна.

I hereby declare that the statement given above is true and correct. I understand that any false or misleading statement may result in the refusal of visa or denial of entry into Mongolia.

Виз мэдүүлэгчийн гарын үсэг

/Applicant's signature/

Он сар өдөр.....

Date

(year-month-day)