

## MANDATORY ORDER FORM

Deliver / Mail / Drop-off to a location that is closest to your jurisdiction:

2200 Pennsylvania Ave NW 4th Floor E. Washington, DC 20037 Toll Free 1-877-400-0235 Fax 1-866-835-4372	45 West 34th St. Suite 903 New York, NY 10001 Toll Free 1-877-203-2551	323 Geary Street, # 815 San Francisco, CA 94102 Toll Free 1-877-917-7705
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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	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) &amp; TYPE (single, double, or multiple) OF VISA</small>	COST \$	<input type="text"/>	<b>TOTAL VISA COST</b> \$ <input type="text"/> <b>BOX A</b> <small>SUM UP ABOVE BOXES</small>
VISA 2	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) &amp; TYPE (single, double, or multiple) OF VISA</small>	COST \$	<input type="text"/>	
VISA 3	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) &amp; TYPE (single, double, or multiple) OF VISA</small>	COST \$	<input type="text"/>	
VISA 4	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (tourist, business, work, etc) &amp; TYPE (single, double, or multiple) OF VISA</small>	COST \$	<input type="text"/>	

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

Pick-up at the office - \$0     
  FedEx Overnight US - \$30 Add \$20 for Sat delivery. Some rural locations cost more     
  FedEx Overnight CAN - \$50     
 **TOTAL RETURN COST** \$  **BOX B**

Pre-paid - \$0 Return Address: (IF PAYING FOR RETURN)     
  International - \$110+ Some rural locations cost more

Name

Address

City  Post Code

Third Party Pickup: Provide Name

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  
 In-office Cash       Wire Transfer       PayPal

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

**SUBTOTAL (ADD BOX A&B)** \$

**TOTAL SERVICE CHARGE TO BE APPLIED TO MY CREDIT CARD OR OTHER PAYMENT METHOD** \$

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

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

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

## Disclaimer and Terms and Conditions

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

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

**Signature of the Visa**

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

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

## REGISTRATION WITH US EMBASSIES

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

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

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

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

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

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

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

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

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

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

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

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

### **Next step:**

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

# US EMBASSY REGISTRATION REQUEST FORM

## BASIC INFORMATION

FIRST NAME

LAST NAME

DATE OF BIRTH    GENDER  M /  F  
MONTH DAY YEAR

CITIZENSHIP

## PASSPORT

PASSPORT NUMBER

PASSPORT DATE OF ISSUE     
MONTH DAY YEAR

PASSPORT DATE OF EXPIRATION     
MONTH DAY YEAR

## HOME RESIDENCE

ADDRESS 1

ADDRESS 2

CITY  STATE

ZIP CODE  CONTACT EMAIL ADDRESS

## DESTINATION INFORMATION

COUNTRY

PURPOSE OF VISIT

DESTINATION DATE OF ARRIVAL     
MONTH DAY YEAR

DESTINATION DATE OF DEPARTURE     
MONTH DAY YEAR

TYPE of RESIDENCE  HOTEL  HOME  SCHOOL  OTHER

ADDRESS at DESTINATION

CITY

PHONE NUMBER AT DESTINATION

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

DATE:    SIGNATURE:   
MONTH DAY YEAR

**INCLUDE THE FOLLOWING DOCUMENTS:**

**Colombia Visa Requirements**



**FORMULARIO SOLICITUD DE VISA -VISA APPLICATION FORM**

**Favor completar con datos y marcar con (x) donde corresponda.**

Please complete and check where appropriate (x)

ACTIVIDAD A DESARROLLAR EN COLOMBIA  
 (ACTIVITY TO BE CARRIED OUT IN COLOMBIA)

USO OFICIAL (OFFICIAL USE ONLY)

RADICACION No. : \_\_\_\_\_

FECHA: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Mes Día Año

Funcionario Consular: (Nombre completo)

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 APELLIDO (SURNAME- FAMILY NAME) OTROS APELLIDOS (MAIDEN NAME)

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ MM \_\_\_\_\_ / DD \_\_\_\_\_ / AY \_\_\_\_\_  
 NOMBRES (GIVEN NAME) FECHA DE NACIMIENTO (DATE OF BIRTH)

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PAIS DE NACIMIENTO (PLACE OF BIRTH - COUNTRY) NACIONALIDAD (NATIONALITY)

Fotografía /  
 Picture  
 3 X 3 CMS

ESTADO CIVIL: SOLTERO  CASADO  VIUDO  UNION LIBRE  DIVORCIADO   
 (MARITAL STATUS) SINGLE MARRIED WIDOW COMMON LAW DIVORCED

Otro/Other  Explique (Explain) \_\_\_\_\_

NUMERO DE PASAPORTE (PASSPORT NUMBER) \_\_\_\_\_ SEXO (SEX) M  F

POSEE OTRAS NACIONALIDADES O PASAPORTES? (DO YOU HAVE OTHER NATIONALITIES AND/OR PASSPORTS?) NO  SI (YES)

EXPLIQUE (EXPLAIN) \_\_\_\_\_

NUMERO DE TARJETA DE EXTRANJERIA (COLOMBIAN CITIZENS ONLY) \_\_\_\_\_ O (OR)

NUMERO DE CEDULA DE EXTRANJERIA (COLOMBIAN CITIZENS ONLY) \_\_\_\_\_

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PROFESION (PROFESSION) Y/U (AND/OR) OFICIO (OCCUPATION) ENTIDAD RESPONSABLE (COMPANY RESPONSIBLE)

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DIRECCION ACTUAL (ADDRESS IN CANADA) CIUDAD (CITY AND PROVINCE) PAIS (COUNTRY)

TELEFONOS (PHONE NUMBERS IN CANADA) CASA (HOME): \_\_\_\_\_ OFICINA (OFFICE): \_\_\_\_\_

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DIRECCION PREVISTA EN COLOMBIA (ADDRESS IN COLOMBIA) FECHAS DE VIAJE (DATES OF TRIP)

**NO ESCRIBA EN ESTE ESPACIO - USO OFICIAL (OFFICIAL USE ONLY)**

No. Visa \_\_\_\_\_ Fecha de Expedición M \_\_\_\_\_ / D \_\_\_\_\_ / A \_\_\_\_\_

Clase \_\_\_\_\_ Categoría Código \_\_\_\_\_

Ocupación \_\_\_\_\_

ESTUDIADA POR (Nombre completo)

Entidad: \_\_\_\_\_

\_\_\_\_\_

Vigencia \_\_\_\_\_ Entradas \_\_\_\_\_

APROBADA POR

Autorización No. \_\_\_\_\_ FECHA: M \_\_\_\_\_ / D \_\_\_\_\_ / A \_\_\_\_\_

\_\_\_\_\_

Derechos US\$ / \_\_\_\_\_ / \_\_\_\_\_

**INFORMACION SOLICITUD DE VISAS PREVIAS. HA SOLICITADO VISA PARA COLOMBIA SI (YES)  NO**   
INFORMATION ABOUT PAST VISA APPLICATIONS (COMPLETE ONLY IF YOU HAVE APPLIED FOR A COLOMBIAN VISA IN THE PAST)

¿LE HA SIDO NEGADA ALGUNA SOLICITUD? SI  NO   
HAS A VISA BEEN DENIED TO YOU BEFORE? YES  NO

¿LE HA SIDO CANCELADA ALGUNA VISA? SI  NO   
HAS A VISA BEEN CANCELED BEFORE? YES  NO

**TIPO DE VISA NEGADA O CANCELADA** \_\_\_\_\_  
TYPE OF VISA DENIED OR CANCELLED

**FECHA** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DATE MM DD A/Y

**VISA ANTERIOR** \_\_\_\_\_ **NUMERO** \_\_\_\_\_  
PREVIOUS VISA NUMBER

**FECHA** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DATE MM DD A/Y

**LUGAR DE EXPEDICION** \_\_\_\_\_  
CITY WHERE VISA WAS ISSUED

**POR FAVOR LEA Y MARQUE DEBIDAMENTE CADA UNA DE LAS SIGUIENTES PREGUNTAS:**  
READ AND ANSWER EACH OF THE FOLLOWING QUESTIONS:

¿ALGUNA VEZ FUE EXPULSADO  O DEPORTADO  DEL PAIS? SI  NO   
HAVE YOU EVER BEEN EXPELLED OR DEPORTED FROM COLOMBIA? (Yes)

¿HA TENIDO O TIENE PROCESOS PENALES EN SU CONTRA? EXPLIQUE SI  NO   
DO YOU HAVE CRIMINAL RECORDS? EXPLAIN (Yes)

¿HA PERMANECIDO EN ALGUNA OPORTUNIDAD EN COLOMBIA SIN VISA QUE LO AUTORICE? SI  NO   
HAVE YOU EVER BEEN IN COLOMBIA WITHOUT AN AUTHORIZED VISA? (Yes)

¿PADECE ENFERMEDADES INFECTOCONTAGIOSA O MENTAL? SI  NO   
DO YOU SUFFER ANY INFECTIOUS AND CONTAGIOUS ILLNESS OR MENTAL DISORDER? (Yes)  
**ESPECIFIQUE** \_\_\_\_\_  
SPECIFY

**RESIDE ALGUN FAMILAR SUYO EN COLOMBIA?( INDIQUE PARENTESCO Y CLASE DE VISA DEL FAMILIAR)**  
DO YOU HAVE ANY RELATIVE RESIDING IN COLOMBIA (LIST NAMES, RELATIONSHIP AND VISA): \_\_\_\_\_  
\_\_\_\_\_

**HE LEIDO Y COMPRENDIDO LAS PREGUNTAS DE LA PRESENTE SOLICITUD Y LAS RESPUESTAS SON CIERTAS. ENTIENDO QUE CUALQUIER INEXACTITUD RESPUESTA FALSA O TERGIVERSADA EN ESTE DOCUMENTO, O LA PRESENTACION DE DOCUMENTOS FALSOS O INEXACTOS CONducEN AL RECHAZO DE LA SOLICITUD, LA DENEGACION O CANCELACION DE LA VISA.**  
I HAVE READ AND UNDERSTAND THE ABOVE QUESTIONS. I HAVE STATED THE TRUTH. I UNDERSTAND THAT ANY FALSE INFORMATION AND/OR FALSE DOCUMENTS PRESENTED IN THIS APPLICATION WILL LEAD TO INVALIDATE, DENIAL OR CANCELLATION OF THE VISA.

**FECHA DE LA SOLICITUD** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
APPLICATION DATE MM DD A/Y

**X** \_\_\_\_\_  
FIRMA del extranjero solicitante de la visa/ APPLICANT SIGNATURE

**NUMERO DE PASAPORTE /PASSPORT No** \_\_\_\_\_

**NO ESCRIBA EN ESTE ESPACIO - USO OFICIAL (OFFICIAL USE ONLY)**  
**OBSERVACIONES Y CONCEPTO DEL FUNCIONARIO CONSULAR SEGÚN EL CASO:**

\_\_\_\_\_  
EMITIDO POR

\_\_\_\_\_  
V. BO. DE QUIEN APRUEBA