

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	 HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA	/ COST	 +
VISA 2	 HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA	/ COST	 +
VISA 3	 HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA	/ COST	 =

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

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

ADD TOTAL VISA COST TO TOTAL RETURN COST

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 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:
MONTH DAY YEAR

SIGNATURE:

Kazakhstan Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	5 days
Tourist Double entry up to 30 days	\$ 240.00
Tourist Double entry up to 60 days	\$ 240.00
Tourist Single entry up to 30 days	\$ 240.00
Tourist Triple entry up to 90 days	\$ 240.00
Business Double entry up to 60 days	\$ 240.00
Business Multiple entry up to 5 years	\$ 240.00
Business Single entry up to 30 days	\$ 240.00
Business Triple entry up to 90 days	\$ 240.00

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

INCLUDE THE FOLLOWING DOCUMENTS:

Kazakhstan Visa Requirements

- Original, signed United States passport with at least 6 months of remaining validity.
- One color passport-type photograph against white background. (Photo facility is available at all Visa Centers for \$10)
- Filled-out and signed Kazakhstan visa application form.
- Personal Letter. A personal letter from the applicant addressed to the Embassy of Kazakhstan, explaining the purpose of the trip, dates of travel, number of entries, cities to be visited, and place of accommodation.
- Letter of Invitation. For a triple entry visa, an official letter of invitation approved by the Ministry of Foreign Affairs in Kazakhstan.
- 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: Want to check if you prepared your Kazakhstan 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.**
- Apply for **Police Clearance Certificate from Kazakhstan** by clicking on the following link - <http://rctccorp.com/police-clearance-certificate/Kazakhstan>

Kazakhstan Business Visa Requirements (additionally to the requirements above)

- Business Letter. A business letter from the sending company in the US. The letter should be printed on the company letterhead stationery, addressed to "The Consulate of Kazakhstan, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines: Briefly introduce the applicant (please specify employment status/position held in the company by applicant). State the nature of the

business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Kazakhstan. Specify the type and desired validity of the visa (ie. a one year multiple entry business visa). Guarantee of sufficient funds for travel.



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Ескертпе!

Сауалнама баспалық әріптермен толық және ұқыпты түрде толтырылуы тиіс.
Дұрыс толтырылмаған сауалнама кіру визасын беруден бас тартуға себеп болуы мүмкін.

Attention!

Application form should be filled in fully and accurately, in block letters.
Wrong filling of application form can become a cause of refuse in issue of entry visa.

фотосуреті

photo

1. Тегі/Surname(s): _____

2. Аты/First names: _____

3. Өзге де тегі мен аты/Other names and surnames: _____

4. Жынысы/Sex: ☐ Ер/Male ☐ Әйел/Female

5. Туған күні/Date of birth:

күні/day айы/month жылы/year

6. Туған жері (қала және ел)/Place of birth (city and country): _____

7. Азаматтығы/Nationality: _____

Туған кезіндегі азаматтығы/Nationality by birth: _____

8. Отбасы жағдайы/Marital status:

- ☐ бойдақ/single ☐ үйленген (күйеуде)/married
☐ ажырасқан/divorced ☐ тұл ер (жесір)/widow(er)

9. Егер үйленген (күйеуде) болсаңыз жұбайыңыздың (зайыбыңыздың) аты-жөнін және азаматтығын көрсетіңіз/If you are married, please, inform your spouse's full name and nationality: _____

10. Тұрақты тұратын мекен-жайы/Your permanent home address: _____

тел/tel. _____

11. Мамандығы және лауазымы/Occupation (educational background and position): _____

12. Жұмыс орны/Place of work: _____

мекен-жайы/address: _____ тел/tel. _____

13. Паспорт түрі/Type of passport:

- ☐ дипломаттық/diplomatic ☐ қызметтік/service
☐ ұлттық/ordinary ☐ басқа құжат түрі/other type of document

Нөмірі/Number: _____ берілген күні/date of issue: _____ берілген жері/issued by: _____

қолданыс мерзімі/valid till: _____

14. Туған елінен тыс тұратын адамдар үшін: тұратын мемлекетіне қайтуға рұқсаты бар ма?/For person who lives outside of the country of origin: have you got a permission to return to the country of living?: ☐ Жоқ/No ☐ Бар/Yes

Рұқсаты болған жағдайда, құжат нөмірін және қолданыс мерзімін көрсетіңіз/If yes, please indicate the number of this document and its validity: _____

15. Бұрын Қазақстанда болғансыз ба?/Have you visited the Republic of Kazakhstan before?: ☐ Жоқ/No ☐ Иә/Yes

Болған жағдайда, бұрынғы сапарларыңыздың күндерін және мақсатын көрсетіңіз/If yes, indicate the date and purpose of the visit(s): _____

16. Сіздің Қазақстан Республикасына келуіңізге бұрын рұқсат берілмеген жағдай болды ма?/Have you ever been refused entry to the Republic of Kazakhstan?: ☐ Жоқ/No ☐ Иә/Yes. Бас тартылған жағдайда, себептерін жазыңыз (қашан және кім рұқсатты берген жоқ)/If yes, please give details below (when and by whom): _____

17. Сапардың мақсаты/Purpose of travel: _____

18. Қабылдайтын тарап (мекен-жайы, тел.)/Inviting organization (address, tel.): _____

немесе жауапты тұлға туралы мәлімет (толық аты-жөні, мекен-жайы, тел.)/or person, arranging your visit to Kazakhstan (full name, address, tel.): _____

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: ☐ Жоқ/No ☐ Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

☐ Жоқ/No ☐ Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап to _____ дейін

26. Сұрау салынатын визаның мәртелігі/Number of entries requested: ☐ 1 ☐ 2 ☐ 3 ☐ көп мәртелік/multiple

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін

For official use only

To: Consular Section of the Embassy of Kazakhstan in Canada

From: _____
(Last Name, First Name)

Address: _____
(indicate full residence address, postal code)

Phone number: _____

Email: _____

LETTER OF REQUEST

Please issue me: ☐ **single entry**; ☐ **double entry**; ☐ **multiple entry** visa
(please tick one of the check-boxes)

for the period of up to: ☐ **30 days**; ☐ **90 days**; ☐ **one year**.
(please tick one of the check-boxes)

The purpose of my visit to Kazakhstan is: _____
(please provide detailed information about your trip)

While in Kazakhstan I will be staying at: _____
(indicate the hotel name & its address, or address & name of the person where you will be residing)

All required documents are attached to this letter.

Signature: _____

Date: _____, 201__