

AMERICAN VISA OF DC
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**THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC
 DEMOCRATIC REPUBLIC OF CONGO**

Visa Requirements:

- Original signed passport valid for six months with at least one blank visa page.
- Two visa application forms signed and dated.
- Two color passport sized photos 2" X 2" ONLY on white or very light background.
- Copy of flight itinerary from the travel agent or a copy of tickets.
- An invitation letter notarized in the DRC.
- Letter of financial responsibility from the company in the USA (For business visa).
- Valid Health Certificate – Yellow Fever.
- Copy of the Green Card (For Non-U.S. Citizens).

Validity of Visas: Tourist and business visas' validity is determined as paid for by the Embassy fee (see chart below).

Jurisdiction: Residents of all states can be processed in Washington DC.

Contact Person's Name: _____ Phone and email: _____

SHIPPING INSTRUCTIONS: Return completed process to:

Company Name (If applicable): _____ Contact Name _____
 Address _____ Apt#/Mail Code _____
 City _____ State _____ Zip Code _____
 Phone # _____ Email Address _____

TRAVELER(S) INFORMATION:

Departure Date from U.S.A.: _____ **Need by this date:** _____ *Rush fees **will be** applied to meet this date **if necessary**

1) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____ / ____ / ____

2) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____ / ____ / ____

Processing Fees: (check one)

Processing Time:	American Visa of DC Fee:	Embassy of DRC Fee:	Money Order Fee:	Fed Ex Shipping Fee:	TOTAL:
8 -14 Days Single Entry / 1 Month	\$65	\$175	\$25	\$30	\$295
3 - 7 Days Single Entry / 1 Month	\$95	\$175	\$25	\$30	\$325
8 -14 Days Single Entry / 3 Months	\$65	\$325	\$25	\$30	\$445
3 - 7 Days Single Entry / 3 Months	\$95	\$325	\$25	\$30	\$475
8 - 14 Days Single Entry / 6 Months	\$65	\$425	\$25	\$30	\$545
3 - 7 Days Single Entry / 6 Months	\$95	\$300	\$25	\$30	\$575
8 -14 Days Multiple Entry / 1 Month	\$65	\$200	\$25	\$30	\$320
3 - 7 Days Multiple Entry / 1 Month	\$95	\$200	\$25	\$30	\$350
8 -14 Days Multiple Entry / 3 Months	\$65	\$375	\$25	\$30	\$495
3 - 7 Days Multiple Entry / 3 Months	\$95	\$375	\$25	\$30	\$525
8 -14 Days Multiple Entry / 6 Months	\$65	\$475	\$25	\$30	\$595
3 - 7 Days Multiple Entry / 6 Months	\$95	\$475	\$25	\$30	\$625

PAYMENT: (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name _____ Number _____ Exp. Date: _____

Signature _____ Today's Date: _____

Check or Money Order made out to "American Visa of DC" for \$ _____ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. Requirements and fees relating to this request are subject to change without notice.



FORMULAIRE DE DEMANDE DE VISA / VISA APPLICATION FORM

A. JOINDRE AU PRESENT FORMULAIRE / PLEASE ATTACH TO THIS FORM:

- Passeport en cours de validité (plus de six mois)/A valid passport (more than six months)
- 1 photo d'identité (écrire les noms derrière la photo)/1 Passport photo (write name on the back of the photo)

B. RENSEIGNEMENTS A COMMUNIQUER / INFORMATION TO BE PROVIDED

1. Nom / Name Nom de jeune fille (Maiden Name):
2. Post nom(s) / Middle Name (s):
3. Prénom / First Name:
4. Lieu de naissance (ville)/Place of Birth (city): Pays/Country:
5. Date de naissance/Date of Birth: Nationalité à la naissance/Nationality at Birth:
6. Nationalité actuelle/Current Nationality:
7. Sexe/Gender :
8. Etat Civil (*1) /Marital Status:

- Célibataire/Single Marié/Married Divorcé/Divorced Veuf/Widow(er) Autre/Other

Nom du (ou de la) conjoint(e)/Spouse's Name:

Nationalité du (ou de la) conjoint(e)/Spouse's Nationality:

9. Profession/Profession:

10. Adresse/Address:

Numéros de téléphone/Phone Number: Adresse email/Email Address :

Noms du père/Father's Name: Nationalité du père/Father's Nationality:

Nom de la mère/Mother's Name: Nationalité de la mère/Mother's Nationality:

11. Type de Passeport/Type of Passport:

- Passeport Ordinaire/Ordinary Passport Passeport Diplomatique/Diplomatic Passport

- Passeport de Service/Service Passport Autres types de titre de voyage à spécifier/Other types of travel document, to be specified

12. Numéro du passeport/Passport Number:

Date de délivrance/Date of Issue: Date d'expiration/Date of expiration:

Délivré par/Issued by:

13. Numéro de la carte de séjour (*2) /Residency card number (If Applicable):

Date d'expiration/Date of expiration:

14. Motif du voyage/Purpose of travel:

- Visite familiale or amicale/Family or friend visit Affaires/Business Tourisme/Tourism Journaliste/Journalist
- Mission de service/Service mission Mission officielle/Official mission Études/Studies ONG staff/NGO Staff
- Personnel scientifique/Medical and research staff Opérateur culturel/Cultural operator
- Opérateur sportif/Sport Organization Membre d'une confession religieuse/Clergyman (Priest, Pastor etc...)

Référence du document justifiant le voyage /Travel supporting documents reference

..... Délivré par/Issued by:

15. Lieu de la mission/Place of Mission:

16. Type de visa/type of visa:

Transit a. Aller du/Depart from : au/to

b. Retour du/Return from : au/to

Une seule entrée (point d'accès)/One entry (entry point)

du/from : au/to

Deux entrées (point d'accès)/Two entries (entry point)

du/from : au/to

du/from : au/to

Multiples entrées (*4) (point d'accès)/Multiple entries (entry point)

du/from : au/to

du/from : au/to

Photo d'identité
Passport Photo

Attach jpg photo to email
or bring photos with you
when applying.

1. N° du dernier visa congolais/ Number of last DR Congo Visa granted:

Date de délivrance/Date of Issuance: Date d'expiration/Date of expiration:

2. Noms post noms et prenom des personnes (morales ou physiques qui invitent et qui prennent en charge l'invité/
Full name of persons (individuals or legal entities) inviting or sponsoring the guest

Noms/Names:

Adresse/Address: Numéros de téléphone/Phone Number:

3. Garantie de la prise en charge (*5)/Sponsorship Guarantee

Preuves des moyens de subsistances pour la durée du séjour en RDC pour les personnes qui ne sont pas prises en charge par une personne morale ou physique/Proofs of financial means to cover expenses during stay in the DR Congo for travellers that are not sponsored by an individual or legal entity

4. La durée d'attente du visa est de (*6)/Visa processing period is

5. Je reconnais que les renseignements communiqués ci-dessus sont exacts et véridiques. J'accepte qu'en cas de refus de visa pour une raison quelconque, les frais payés ne sont pas remboursables/ I hereby acknowledge that the above information is true and I agree that in case of visa refusal for any reason, the fees paid are not refundable.

Fait à/Signed in Date Signature du requérant /Applicant Signature

SECTION À REMPLIR PAR LA CHANCELLERIE/SECTION TO FILLED OUT BY CHANCERY

N° de la demande de visa/Visa Application Number (*7)	
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Annotation de l'Agent de la Chancellerie/Chancery Officer notes:

Signature du Chancelier/Signature of the Chancellor:

(1*): cocher dans une case/select one choice
(2*): joindre la photocopie du document (titre de séjour à longue durée)/Please attach the copy of the document (long stay document)
(3*): joindre la photocopie du visa de voyage dans le pays de la dernière destination/Please attach a copy of the travel visa for the country of final destination
(4*): mettre les dates envisagées des 1ère et dernière entrées comme celles des 1ère et dernières sorties/Please indicate the planned dates of the 1st and last entries as well as those of 1st and last exits.
(5*): Garantie comme exigée par la DGM/ Guarantee as required by DGM
(6*) est la même que celle accordée au traitement des dossiers des requérants congolais des visas dans la juridiction / Is equal to the one allocated to the handling of files of Congolese visa applicants in the jurisdiction
(7*): N° de la demande de visa est à transcrire par l'Agent de la Chancellerie / The number of the visa application is to be transcribed by the Chancery Officer.
(8*): Indice de l'Ambassade suivi du numéro d'enregistrement au niveau de l'Ambassade/Index of the Embassy followed by the registration number at the Embassy.
Le 3ème espace vide sera le numéro du visa octroyé/The 3rd blank space will be for the number of the visa granted