



# ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: \_\_\_\_\_

Travel Agency Name: \_\_\_\_\_

Nom de l'agence de voyage

## IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession\*\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date de votre prochain voyage à l'étranger : mm jj aaaa

\*\*Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge  
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

## TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: \_\_\_\_\_ Traveler's Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Nom du voyageur: Last nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

Phone (daytime): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: \_\_\_\_\_ Phone: \_\_\_\_\_  
Nom de la personne qui remplit le présent formulaire : téléphone

## RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Nom: Compagnie:

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Rue: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

Telephone Number: \_\_\_\_\_ The address listed above is: Residential:  Business:   
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

## RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex  Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: \_\_\_\_\_  
J'autorise de livraison sans signature: Signature:

## SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

### Visa Services:

Services de visa:	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

## PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express:  Diners Club:  Master Card:  Visa:  Discover:  Money Order/Mandat:  Check/Chèque:

Name on Card: \_\_\_\_\_  
Nom qui apparaît sur la carte

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_  
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: \_\_\_\_\_  
Département / Référence pour la facturation:

## Visa Processing Procedures and Requirements

Destination: Brazil  
Purpose of Travel: Business  
Nationality: Canada  
Provided: Friday, July 02, 2010

### The following is required for CIBT to process your request:

#### 1. Passport / Passeport

Your signed passport (valid for at least six months) & \*\*\* IMPORTANT \*\*\* (must have 2 blank pages facing each other is required)

Votre passeport signé (valide pendant au moins six mois) et \*\*\* IMPORTANT de \*\*\* (doit avoir 2 pages face à face en blanc,est exigé)

#### 2. Application Forms / Formulaires de demande

One visa application form per applicant properly filled out online (<https://scedv.serpro.gov.br/>), printed and duly signed with photo attached.

Un formulaire de demande de visa par demandeur correctement complété en ligne (<https://scedv.serpro.gov.br/>), imprimé et dûment signé avec la photo jointe.

#### 3. Photographs / Photographies

1 (one) front facing, photo 5cmx5cm ( 2"x 2") of applicant colour photographs with white background are required (not scanned)

1 (un) photographie, dimensions de 5cmx5cm ( 2"x 2"), en couleur avec le fond blanc, du revêtement est exigé (non balayé)

#### 4. Business Introduction Letter / Lettre d'introduction d'affaires

Applicants business card AND letter of introduction from your Canada-based company with a Canadian address or sponsoring company on their letterhead is required stating precise nature of business to be conducted. The letter should also state that the sending company takes all financial responsibility for the applicant while in Brazil. The letter must have an original signature and a photocopy is not acceptable. Please include the number of entries being requested and the length of visa being requested.

**\*\*\* IMPORTANT \*\*\*** It is important that the letter states in it, that "NO technical support or provision of services will be performed by the applicant while in Brazil".

La carte de visite professionnelle de visite de demandeurs ET la lettre de l'introduction de votre compagnie basée au Canada, avec une adresse canadienne ou une compagnie de commanditaire sur leur en-tête de lettre est exigée énonçant la nature des affaires précise à conduire. La lettre devrait également déclarer que la compagnie de envoi prend toute la responsabilité financière du demandeur tandis qu'au Brésil. La lettre doit avoir une signature originale et une photocopie n'est pas acceptable. Veuillez inclure le nombre d'entrées étant demandées et de la longueur du visa étant demandé. \*\*\* Il est important que la lettre explique qu'AUCUN support technique ou prestation des services ne serait exécuté par le demandeur au Brésil.

Sample Business Introduction Letter / Exemple d'une lettre d'introduction d'affaires

#### 5. Vaccinations: / Vaccinations :

A copy of your Yellow Fever Certificate is required only if you are coming from an infected area. // Une copie de votre certificat de fièvre jaune est exigée seulement si vous venez d'un secteur infecté.

6. Itinerary : / Itinéraire :

A copy of the flight itinerary for this destination is required

Une copie de l'itinéraire de vol pour cette destination est exigée

7. Consular Fees / Honoraires consulaires

Business visa fee: \$100.00

Frais de visa d'affaires : \$100.00

8. MINIMUM PROCESSING TIME: 10 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 10 jours d'affaires

## FORMAT FOR COVER LETTERS

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveler's Full Name), we are submitting his/her valid passport and required documents for a (Length and # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveler's Name) has been a (Job Title/Position) with (Name of Company) since (Date of Hire) for (Length of Employment). (Applicant's Company's Name)'s contact number in Canada is (Canada Corporate Contact Number).

(Traveler's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart Canada on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name and Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveler's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than the Traveler)  
(Signer's Title)

\*\*\* Important Instructions:

1. Write one letter for each country and for each applicant.
2. All letters must be on original company letterhead.
3. Replace all information in parentheses with the data for this trip.
4. A consulate address is not necessary.
5. The letter cannot be signed by the applicant.

## SERVICE FEE INFORMATION

*Estimated processing charges are based on the following fee structure:*

### 1. CIBT Service Fees:

*The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.*

Service Fee:	\$80.00
Rush Fee:	\$50.00
Emergency Fee :	\$75.00

### 2. Consular Fees:

*Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 2.49% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements*

### 3. Copy Fees:

*Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.*

### 4. Money Order Fees:

*Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$8.50 is applied for each money order purchased.*

### 5. Shipping Fees:

*CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.*

**FedEx Priority Overnight - Canada**  
**\$40.00**

### 6. GST tax applies to all fees, except consular fees

\*\*\*Please Note\*\*\*

*Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.*



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

### **CIBT TERMS OF SERVICE**

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

### **Cancellation Fees:**

**Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.**

### **Hours of Operation:**

**Monday to Friday 830am to 530pm local time**

**Our offices are located in: Toronto and Vancouver**

### **Where to send your documents:**

**Your CIBT Order form has the appropriate address for where to submit your documents.**

### **Legal Disclaimer**

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.