



# 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 First Date de naissance du voyageur: mm jj aaaa  
nom de famille prénom

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: Ville: Province: Code Postal:  
**NO PO BOXES/Pas de boîte postale**

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:
<b>Country 1:</b> _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Country 2:</b> _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Country 3:</b> _____ 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: Iran

Purpose of Travel: Business

Nationality: Canada

Provided: Saturday, July 03, 2010

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

#### 1. Passport / Passeport

Your signed passport (valid for at least six months and with at least one blank visa page) is required / Votre passeport signé (valide pendant au moins six mois) et avec au moins une (1) pages en blanc de visa est exigé

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

1 (one) completed visa application form required \*\* 1 (un) formulaire de demande visa complété est exigé

#### 3. Photographs / Photographies

2 (two) front facing, passport sized, colour photographs are required (not scanned) // 2 (deux) photographies de passeport, de couleur, du revêtement sont exigés (non balayé)

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

A letter of introduction from your Canada-based company on letterhead paper with a Canada address is required. 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. // Une lettre de l'introduction de votre compagnie basée au Canada sur le papier à en-tête avec une adresse du Canada est exigée. 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.

Along with the visa application, a business form for Iran is also required // Avec l'application de visa, une forme d'affaires commerciale pour l'Iran est également exigée

#### 5. Invitation Letter / Lettre d'invitation

A letter of invitation from your sponsor/organizer in this destination is required // Une lettre d'invitation de votre commanditaire/organisateur dans cette destination est exigée

#### 6. Consular Fees / Honoraires consulaires

Single entry fee: \$70.00

Double entry fee: \$101.00

Multiple entry fee: \$124.00

#### 7. MINIMUM PROCESSING TIME: 3 to 4 weeks / DURÉE DE LA TRANSFORMATION MINIMUM : 3 à 4 semaines

APPLICANT'S  
PHOTO

## VISA APPLICATION FORM

شماره و تاریخ رواید: -----

شماره و تاریخ مجوز: -----

Please print clearly. Incomplete forms shall not be considered.

First Name:

Surname:

Former Name:

Father's Name:

Date of Birth:

Place of Birth:

Sex: Male  Female

Marital Status: Married  Single  Divorced  Separated  Widowed

Name of Spouse:

Nationality of Spouse:

Passport Type:

Passport No.:

Date of Issue:

Expiration Date:

Present Nationality:

Former Nationality:

Residence Address:

Apartment No.:

City:

Province:

Postal Code:

Telephone: ( ) -

Occupation:

Employer:

Business Address:

Telephone: ( ) -

City:

Province:

Postal Code:

Category of Visa: Transit Visa  Tourist Visa  Work Permit  Entry Visa  Press Visa   
Pilgrimage Visa  Diplomatic Visa  Service Visa  Multiple Visa

Visa Application Form , Page One



Purpose of the trip to the Islamic Republic of Iran:

Approximate date of arrival in Iran:

Duration of stay:

Border of entry:

Border of exit:

Name of the individuals and organizations you intend to visit in Iran:

Address and telephone no. of the Iranian party:

Who covers the expenses of your stay in Iran?

How much money do you intend to have with you?

If passing through Iran in transit: Have you obtained entry visa to the destination country?

Name and relationship of person(s) traveling with you (If Applicable):

Have you been in Iran before? If positive;  
How many times? When?

Places visited:

Has your visa application to travel to Iran ever been rejected?

Which countries have you visited before?

I, the undersigned applicant, declare that the above information is true and correct to observe, while in the Islamic Republic of Iran, all the laws and regulations applicable to foreign nationals I undertake.

**Applicant's Signature**

**Date:**

**Requirements**

- Valid Passport (with at least one back to back blank page).
- One Copy of Completed Visa Application Form.
- One Passport Size Photos.
- Visa Fee.
- Company Letter (if applicable).
- Prepaid (Registered or Courier) Envelope to Return the Document(s).
- For holder of Canadian passport only**

Personal information (CV) in details which includes:

Educational qualification, professional background and military service if any (name of the military organization, rank, division and nature of responsibilities, duration, name and designation of the commander).



سفارت جمهوری اسلامی ایران  
EMBASSY OF THE  
ISLAMIC REPUBLIC OF IRAN  
اتوا OTTAWA

APPLICANT'S  
PHOTO

## VISA APPLICATION FORM BUSINESS AND COMMERCE

PLEASE NOTE, COMPLETION OF THIS APPLICATION IS A REQUIREMENT, INCOMPLETE FORMS SHALL NOT PROCEED.

لطفاً جهت صدور روایید این فرم را تکمیل نموده و توجه داشته باشید که به فرمهای ناقص ترتیب اثر داده نخواهد شد.

1. PERSONAL INFORMATION	
First/Middle Name:	نام:
Last Name:	نام خانوادگی:
Nationality:	ملیت:
Job Title:	نوع شغل:
Employer:	کارفرما:
Business Address:	آدرس محل کار:
Business Telephone Number:	تلفن محل کار:
Cellphone Number:	تلفن همراه:

2. HISTORY OF TRAVEL TO IRAN
Have you ever traveled to Iran? If yes, please indicate the number of trips and precise dates of travel: اگر به ایران سفر کرده اید، تعداد دفعات و زمان دقیق سفرها را ذکر نمایید:

**3. HISTORY OF BUSINESS WITH IRAN**

Have you ever conducted any kind of project with Iran? If yes, please indicate the name, the type, the other party's name, and the overall value of the project:

اگر تا بحال پروژه ای با ایران داشته اید، نام پروژه، نوع آن، طرف قرارداد و ارزش تقریبی آن را ذکر نمایید:

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**4. PURPOSE OF THE TRIP**

Purpose of the trip and the company or corporation you are representing; if you are planning to start any kind of trade agreement with Iran, please indicate the type and the overall value of the agreement:

هدف از مسافرت و نام شرکتی که از سوی آن عازم ایران هستید؛ در صورت تصمیم به انجام معامله با ایران، موضوع و مبلغ آنرا ذکر نمایید:

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**5. CONTACTS IN IRAN**

The name and the address of your host in Iran:

نام و آدرس میزبان در ایران:

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The name of individuals (and their job titles) you may meet in Iran:

اسامی و سمت کسانی را که در ایران ملاقات خواهید کرد دقیقاً ذکر نمایید:

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## 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.