



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: Libya
Purpose of Travel: Tourist
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. Additional information / Informations supplémentaires

All Passports must be translated into Arabic. Canadian passports must have Arabic Seal from the Canadian Passport Office or Embassy: <http://www.passport.gc.ca/articles/20071205.aspx?lang=eng>

*Tourist visas are granted through coordination with an accredited Libyan travel agency. A letter of support must be provided from the Libyan Travel Agency. This agency will have gotten approval from Foreign Ministry.

Tous les passeports doivent être traduits en arabe. Les passeports canadiens doivent avoir le joint arabe du bureau ou de l'ambassade de passeport canadien : <http://www.passport.gc.ca/articles/20071205.aspx?lang=eng>

On accorde des visas de *Tourist par la coordination avec une agence de voyage libyenne accréditée. Une lettre d'appui doit être fournie de l'agence de voyage libyenne. Cette agence aura l'approbation du ministère étranger.

5. Consular Fees / Honoraires consulaires

Visa fee: \$102.50 CAD

Frais de visa: \$102.50 CAD

6. MINIMUM PROCESSING TIME: 14 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 14 jours d'affaires

نموذج طلب تأشيرة دخول إلى الجماهيرية
العربية الليبية الشعبية الاشتراكية

ENTRY VISA APPLICATION FORM

FIRST: Applicant's Personal Particulars: أولاً/ بيانات شخصية عن طلب تأشيرة الدخول:

Name in full: _____ الاسم الثلاثي

Date and place of birth: _____ تاريخ ومكان الميلاد

Family name: _____ اللقب

Present nationality: _____ الجنسية الحالية Sex: _____ نكر / أنثى

Former nationality _____ الجنسية السابقة P.O. Box: _____ رقم صندوق البريد

Qualifications: _____ المؤهل Occupation: _____ المهنة

Religion: _____ الديانة

Father's name in full: _____ اسم الوالد الثلاثي

Mother's name in full: _____ اسم الأم الثلاثي

Social status: single/married/divorced/widow _____ الوضع العائلي

Present address: _____ العنوان في بلدك

Passport No. _____ رقم جواز السفر Phone No.: _____ رقم الهاتف

Issued on: _____ تاريخ اصداره Issued in: _____ جهة اصداره

Valid to: _____ تاريخ انتهاء صلاحيته

SECOND: General Information: ثانياً / معلومات عامة:

Purpose of visit: _____ الغرض من الدخول

Required period: _____ المدة المطلوبة للإقامة

Address in the Jamahiriya: _____ العنوان الذي ستقيم به بالجماهيرية

PHOTO
2 x 2
الصورة

رابعا / للاستعمال الرسمي فقط

معلومات المحفوظات	قرار رئيس القسم القنصلي

التاريخ توقيع رئيس قسم المحفوظات التاريخ الاسم والتوقيع

خامسا / الإجراءات المتخذة

منحت تأشيرة دخول لغرض _____ مدة الصلاحية _____
تحت رقم _____
مدة الإقامة _____ تاريخ منح التأشيرة _____ الرقم المتحصل _____
التاريخ _____
توقيع الموظف المختص بالتنفيذ _____
الاسم _____

سادسا / إجراءات رقابة الجوازات المنفذ الدخول

إجراءات حركة الدخول إجراءات من قام بمنح ختم الدخول
قسم المراقبة _____ الختم _____
الرتبة _____ الرتبة _____
الاسم _____ الاسم _____
التوقيع _____ التوقيع _____
التاريخ _____ التاريخ _____

In case entry purpose is mission/work/study/visit, give name and address of concerned body: _____

إذا كان الغرض من الدخول للمهمة/ للعمل/ للدراسة/ لتحديد الجهة التي ستكون بطرفها

Enclosed documents: _____ ما هي المستندات التي تؤيد الطلب

Have you ever been to Jamahiriya? _____ هل سبق لك الدخول للجمهورية

Purpose: _____ متى لاي غرض When _____ متى

Last departure date: _____ متى غادرتها لآخر مرة

Last address in Jamahiria: _____ آخر عنوان أقمت به بالجمهورية

Indicate whether said entry was for work or on mission: _____ أنا كان الدخول لغرض العمل أو المهمة
Indicate nature of work or mission: _____ يحدد نوع العمل أو المهمة

Indicate destination in case of transit: _____ أنا كان الغرض مرور حدد البلد الذي تقصده

Means of travel: _____ واسطة السفر اليه

References in Jamahiriya: _____ أهم المعارف أو الاصدقاء بالجمهورية

THIRD: Family members included in applicant's passport and accompanying him

Relation	Date of birth	Sex	Name in full

Applicant's signature: _____ توقيع الطلب

Receiver's signature: _____ توقيع المستلم

Date: _____ التاريخ

Submitted on: _____ تاريخ الاستلام

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.