ORDER FORM/Formulaire

Call us for assistance: (888) 665-9956
Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: 10162

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: _____ (Last / *nom de famille* — First / *prénom*)
Nom du voyageur:

Traveler's Date of Birth: _____ / _____ / _____ (mm / jj / aaaa)
Date de naissance du voyageur:

Phone (daytime): _____ *Téléphone (jour)*

Phone (mobile): _____ *Téléphone (cellulaire)*

E-Mail: _____ *Courriel*

Name of Person Requesting This Order: _____
Nom de la personne qui remplit le présent formulaire :

Phone: _____ *téléphone*

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ *Nom:*

Company: _____ *Compagnie:*

Street: _____ *Rue:* **NO PO BOXES/Pas de boite postale**

City: _____ *Ville:*

Province: _____ *Province:*

Postal Code: _____ *Code Postal:*

Telephone Number: _____ *Numéro de téléphone*

The address listed above is: *L'adresse indiquée ci-dessus est:* Residential: ☐ *Résidentiel:* Business: ☐ *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 messager (contactez nous pour les tarifs)* ☐

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

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:* ____/____ *De:* *To:* ____/____ *À:*	☐	☐	☐	☐	_____
Country 2: _____ *Pays 2:*	*From:* ____/____ *De:* *To:* ____/____ *À:*	☐	☐	☐	☐	_____
Country 3: _____ *Pays 3:*	*From:* ____/____ *De:* *To:* ____/____ *À:*	☐	☐	☐	☐	_____

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: _____ *Numéro de la carte*

Expiration Date: _____ / _____ (mm / aa) *Date d'expiration:*

Signature: _____ *Signature:*

Department #/Billing Reference: _____
Département / Référence pour la facturation:

CIBT, 94 Cumberland St, Suite 305, Toronto, Ontario, M5R 1A3

For our terms of service and legal disclaimer, please visit www.ca.cibt.com/Privacy.aspx
Vous trouverez les conditions d'utilisation et l'avis de non-responsabilité à ***www.ca.cibt.com/privacy.aspx***

Visa Processing Procedures and Requirements

Destination: Cape Verde
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 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 / Formulaires de demande

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

3. Photographs / Photographies

   1 (one) front facing, passport sized, colour photographs are required (not scanned) // 1 (une) photographie de passeport, de couleur, du revêtement est exigé (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.

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. 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

   Visa fee: $59.16

8. MINIMUM PROCESSING TIME: 5 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 5 jours d'affaires

9. This country does not have representation in Canada therefore the application must be processed in Washington, DC. // Ce pays n'a pas la représentation au Canada donc que l'application doit être traitée à Washington, D.C.

Republica de Cabo Verde
Embaixada em Washington
3415 Mass. Ave. N.W.
Washington, D.C. 20007

PEDIDO DE VISTO

VISA APPLICATION

Republic of Cape Verde
Embassy in Washington DC
Seccao Consular (202)965-6820
Consular Section

EMBAIXADA DE CABO VERDE EM WASHINGTON

Nr. de visto _____ Data/Date _____

Nome (por extenso) _____
Name (in full)

Lugar e data do nascimento _____
Place and date of birth

Estado, Civil _____ Sexo _____ Profissao _____
Marital Status Sex Profession

Portador do Passaporte Nr. _____ Emitido por _____
Bearer of passport Nr. Issued by

Ern (data) _____ Expira em (data) _____
On (date) Expires on (date)

Nacionalidade (de origem) _____ Nacionalide (presente) _____
Nationality (of origin) Nationality (present)

Endereco, permanente _____
Permanent address

Razao e duracao da visita _____
Reason for and length of visit

Esposa e filhos menores que o acompanham _____
Wife and minor children accompanying (state names in full)

_____

_____

Enderaco na Rep. de Cabo Verde _____
Address in the Rep. of Cape Verde

_____ Quantas entradas _____
How many entries

Pessoas ali residentes; que possam dar referencias e abonar o requerente
Persons residing there who may give references and vouch for applicant

_____

_____

Ja esteve em Cabo Verde? Quando e onde? _____
Have you been in Cape Verde? When and where? _____

Assinatura do Requerente
Signature of 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 isdetermined 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 The Global Visa and Passport Professionals

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.