

AZERBAIJAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your AZERBAIJAN Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Azerbaijan visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

We must receive all required documents by our office before expediting your visa to Azerbaijan



STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your departure from Azerbaijan. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.

If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- **TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. If you have a digital photograph, you can email it to info@russianvisaguide.com with Your First and Last name in subject line.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Azerbaijan visa application form. **All application forms must be completed ONLINE or TYPED and then printed out and signed. No handwritten applications will be accepted.** We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-470-VISA (8472)** with your questions. Application is enclosed.
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **Proof of Legal Status in the USA:** Copy of "Green Card" or Valid US Visa.
- **Additional Paperwork for Business Visa:** A business letter on company's letterhead from your employer in the USA and the company to be visited in Azerbaijan is required:
 - **(A) Sponsor Letter From Parent Company in USA:** A letter from the parent sponsoring organization in the United States on company letterhead indicating nature of applicant's business, probable duration of stay, places and organizations to be visited and also a guarantee to meet maintenance expenses etc. should accompany the application.
 - **(B) Sponsor Letter From Organization in Azerbaijan:** A letter from the sponsoring organization in Azerbaijan on company letterhead indicating nature of applicant's business, probable duration of stay, places and organizations to be visited and also a guarantee to meet maintenance expenses etc. should accompany the application.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Azerbaijan consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add \$15.00:**

- o **FREE** -- Include Prepaid Self-Addressed Envelope
- o **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- o **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- o **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)

STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, Mastercard, Amex).
- By Check/Money Order. Make checks payable to "TRAVEL AND VISA PRO"
- By PayPal: Send payments to info@russianvisaguide.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Due to technical reasons the Consular Section will temporarily work 3 days a week: on Mondays, Wednesdays, and Fridays from 10:00 a.m. to 12:00 p.m.

OUR CONSULAR FEE INCLUDES: OFFICIAL CONSULAR AND OFFICIAL VISA SUPPORT (i.e. INVITATION LETTER) FEES. DON'T GET TRICKED BY MANY OTHER COMPANIES. THEY OFFER LOWER PRICES, BUT ADD EXTRA FOR INVITATION/VISA SUPPORT LATER!

AZERBAIJANN TOURIST & BUSINESS VISA ()		
Processing type->	BUDGET	
Processing time -->	3-10 DAYS	10-17 DAYS
TOURIST Single ENTRY valid up to 30 calendar days	\$131 + \$39 = \$170	
BUSINESS Single ENTRY valid up to 30 calendar days	\$131 + \$39 = \$170	
BUSINESS Double ENTRY valid up to 90 calendar days		\$240 + \$79 = \$319* (includes invitation)
BUSINESS Multiple ENTRY valid up to 12 months		\$580+ \$79 = \$659* (includes invitation)

Russian Visa Guide

1802 Vernon St NW, Washington, DC 20009

Toll-free: 1-888-470-VISA (8472) Phone: 1-202-684-7150 Fax: 1-866-511-7599

On the Web: www.RussianVisaGuide.com; Email: info@russianvisaguide.com

NEW SERVICE

**FREE PASSPORT
REPLACEMENT COVERAGE
FOR \$9.99 per person**

This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged – for total up to **\$299 in free services**. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.russianvisaguide.com/passport_insurance.shtml.



STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

**Attn: Visa Dept.
Travel & Visa Pro
1802 Vernon St NW,
Washington, DC 20009**

IMPORTANT SHIPPING ADVICE:

If you need to order passport assistance (e.g. New Passport, Add Pages, Renewal, etc.) before we can process your visa, please mail your package to our Passport Center in San Francisco (do not mail your documents to DC OFFICE):
Travel Visa Pro, 2021 Fillmore Street, San Francisco, CA 94115 (415)-229-3210

Required document checklist:

- ✓ Passport
- ✓ TWO Photographs
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Additional Paperwork for Business visas
- ✓ NON-US citizens: Proof of legal status in the USA

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of \$17 will be added to all cancelled orders.

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On the Web: www.RussianVisaGuide.com; Email: info@russianvisaguide.com



TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 888-470-VISA (8472)

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date Passport(s) must be back in your possession or date of your next international trip: ____ / ____ / ____
mm dd yyyy

Exact Dates Visa will be valid for: **ENTRY** ____ / ____ / ____ **EXIT** ____ / ____ / ____
mm dd yyyy mm dd yyyy

Traveler #1 Name: _____
First Last

Traveler #4 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #5 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #6 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required for Delivery? YES NO

Phone: _(____) _____ Cell: _(____) _____ Fax: _(____) _____

- Shipping Method :**
- | | | | |
|--------------------------|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | + \$0 (will include my own postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight | <input type="checkbox"/> | + from \$39 for International FedEx |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight | | |

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY (visa is for): _____ **Visas Type:** TOURIST BUSINESS OTHER _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:** _____

Number of Entries: SINGLE (one entry, one exit) DOUBLE (two entries, two exits) MULTIPLE (unlimited)

Visa Validity (in months): ONE THREE SIX TWELVE OTHER _____

PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel_do_index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY Credit Card Money Order PayPal Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Security Code: _____ Expiration Date: ____ / ____
mm yyyy

Billing Address: Same as Shipping Other: _____

In San Francisco:
2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708
Local: (415) 229-3210

Toll-free: (888) 470-8472
Toll-free fax: (866) 511-7599
On the Web: www.TravelVisaPro.com
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150



Azərbaycan Respublikası Xarici İşlər Nazirliyi
Viza almaq üçün ərizə

Ministry of Foreign Affairs of the Republic of Azerbaijan
Application for visa

Photo

Photo

Hər iki tərəfi doldurun
Fill both sides please

Soyadı / Lastname:				Soyadı / Lastname:			
Adı / Name:				Adı / Name:			
Cinsi <input type="checkbox"/> Kişi/Male Sex: <input type="checkbox"/> Qadın/Female	Doğulduğu tarix / / Date of birth: dd mm yyyy	Doğulduğu yer Place of birth:	Ölkə/State: Şəhər/City:	Cinsi <input type="checkbox"/> Kişi/Male Sex: <input type="checkbox"/> Qadın/Female	Doğulduğu tarix / / Date of birth: dd mm yyyy	Doğulduğu yer Place of birth:	Ölkə/State: Şəhər/City:
Vətəndaşlığı / Citizenship:	Vətəndaşlığı dəyişilmişmi? (Əgər HƏ, nə zaman və əvvəlki vətəndaşlığı?) Has citizenship been changed? (If YES, when and previous citizenship?):			Vətəndaşlığı / Citizenship:	Vətəndaşlığı dəyişilmişmi? (Əgər HƏ, nə zaman və əvvəlki vətəndaşlığı?) Has citizenship been changed? (If YES, when and previous citizenship?):		
Paspport nömrəsi / Passport number:			Etibarlıdır / Valid until: / / dd mm yyyy	Paspport nömrəsi / Passport number:			Etibarlıdır / Valid until: / / dd mm yyyy
İxtisası (Hazırkı iş yeri) / Profession (Details of present employment):				İxtisası (Hazırkı iş yeri) / Profession (Details of present employment):			
Səfərin məqsədi / Purpose of visit:				Səfərin məqsədi / Purpose of visit:			
Səfərin müddəti Duration of stay:	Giriş tarixi / / Date of entry: dd mm yyyy	Giriş sayı <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Number of entries: Tək İki dəfə Çoxkeçidli single Doble Multiple		Səfərin müddəti Duration of stay:	Giriş tarixi / / Date of entry: dd mm yyyy	Giriş sayı <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Number of entries: Tək İki dəfə Çoxkeçidli single Doble Multiple	
Qəbul edən tərəf (Təşkilat və ya şəxsin adı, ünvanı, telefonu) Receiving party (Name, address, phone of company or private person in Azerbaijan):				Qəbul edən tərəf (Təşkilat və ya şəxsin adı, ünvanı, telefonu) Receiving party (Name, address, phone of company or private person in Azerbaijan):			
Ərizəçinin telefon nömrəsi / Applicant's phone number:				Ərizəçinin telefon nömrəsi / Applicant's phone number:			
Ərizəçinin imzası / Applicant's signature:				Ərizəçinin imzası / Applicant's signature:			
Xidməti qeydlər / For official use only xətdən aşağı yazmayın / Do not write below this line				Xidməti qeydlər / For official use only xətdən aşağı yazmayın / Do not write below this line			
Viza nömrəsi:		Verilmə tarixi		Viza nömrəsi:		Verilmə tarixi	
Verilmə yeri:				Verilmə yeri:			
Müddət:				Müddət:			