

DOCUMENT CHECKLIST

BELARUS BUSINESS VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 6 WORKING DAYS

Express service – 2 WORKING DAYS

The process will not begin until the embassy have received your documents. Please note that the validity of the visa will be the travel dates on your application form only. Should your travel dates change, the embassy will require you to apply for a new visa.

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

- Order form fully completed and signed**
- Visa application**
 - **Must be fully completed in type or block capitals only using black ink**
 - Print & sign the application**
- 1 passport photo – recent, professional photos only which are not the same as the one in current passport**
- Letter of invitation in Russian (original) from a company or organization in Belarus, which is registered as a legal entity by the Belarusian authorities. A scanned or faxed copy of the invitation can be submitted to the Embassy if agreed upon with the Consul. The invitation should be printed on the official letterhead with a registration number, date of issue, the full name of the company, its location and telephone number, bear the signature of the official and a corporate seal, indicate the expected duration of the applicant's stay in Belarus & state the inviting party's written guarantees that the invitee will abide by the rules and regulations applied to foreign citizens in the Republic of Belarus**
- Passport valid for more than six (6) months, with 2 blank pages. Please include a copy of the ID page with your documents**
- Full travel insurance from insurance company or a letter from your bank/company which should contain the following information:**
 - Name and address of the foreign insurance company (bank), it's phone number**
 - Name of the foreign citizen covered by the insurance**
 - Territorial validity should include the Republic of Belarus (Should be written Belarus, Europe incl. Belarus or Worldwide);**
 - Must be valid for the period of your staying in the Republic of Belarus**
 - Minimum limit of responsibility of the medical insurance is 10 000 Euro.**
 - Please send only the copies of pages of your health insurance, containing the above mentioned information (usually a copy of a health insurance certificate is enough). There is no need to send the entire booklet of your insurance. You must have the original of your medical insurance policy during your staying in Belarus.**
- Non UK nationals - UK visa/residence permit that is valid for at least 3 months. For EU nationals, please provide a utility bill to confirm UK residency.**
- For Transit visas only: visa from country transiting to/from or copy of detailed itinerary and booking confirmation where a visa is not required.**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.