

# TRAVCOUR (UK) LTD ORDER FORM



Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB  
Tel: 020 85431846 (9.00am to 7.00pm)  
e-mail: info@travcour.com Website: [www.travcour.com](http://www.travcour.com)  
Open Hours: (Mon – Sat) 9.00am to 7.00pm

## SERVICES FOR CONGO BRAZZAVILLE VISAS (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please tick the service you are applying for. Should any charge differ once received, we will notify you

✓	Congo Brazzaville Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total to send excluding return cost
	Tourist/business 15 day multiple entry	/ / To / /	75.00	50.00	125.00
	Tourist/business 1 month multiple entry	/ / To / /	120.00	50.00	170.00
	Tourist/business 2 month multiple entry	/ / To / /	150.00	50.00	200.00
	Tourist/business 3 month multiple entry	/ / To / /	180.00	50.00	230.00
	Business 6 month multiple entry –standard service	/ / To / /	300.00	50.00	350.00
	Business 1 year multiple entry	/ / To / /	550.00	50.00	600.00

Please select the type of return you need us to use for your documents. Postal & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

✓	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a>
	DHL International Ltd	40.00	For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>
	Travcour courier hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	Personal collection	N/A	Please await our call to advise your documents are ready
	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry: .....	3 digit SCN	<input type="text"/> <input type="text"/> <input type="text"/>
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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd  
Account number; 60960055  
Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First Names .....Surname.....

Address .....

.....Postcode .....

Telephone Number .....Email .....

If you require your documents by a certain time, please indicate the latest date you would like them returned to you: .....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature .....(passport holder or legal guardian) Date .....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at [www.travcour.com](http://www.travcour.com). Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

# **DOCUMENT CHECKLIST**

## **CONGO BRAZZAVILLE 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](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – 2 Working days**

**Express service – N/A**

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 fully completed & signed**
- 1 x passport photo - professional photos only on pale grey background**
- Flight & hotel confirmation**
- Copy of Yellow Fever certificate**
- For business, letter of invitation. Note that you will only be granted the validity requested on your invitation**
- For business, guarantee letter from employing company**
- Passport plus one copy of the ID page.**

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.

**VISA APPLICATION FORM  
FORMULAIRE DEMANDE DE VISA**

1. Date of arrival in Congo:                    \_\_\_ / \_\_\_ / \_\_\_\_\_  
*Date d'arriver au Congo*

2. Length of stay: / *Durée de séjour*:    **15 days / 1 month / 2 month / 3 month / 6 months**  
**Please circle which visa required**

3) Surname / *Nom de famille*: .....

(Or) Maiden name(s) / *Le nom de jeune fille*: .....

First name(s) / *Prénom(s)*: .....

4. Date of birth / *Date de naissance*:    \_\_\_ / \_\_\_ / \_\_\_\_\_

5. Place of birth / *Lieu de naissance*: .....

6. Mother's maiden name / *Nom de jeune fille votre maman*: .....

7. Previous citizenship / *Nationalité d' origine*: .....

8. Present citizenship / *Nationalité actuelle*: .....

9. Status / *Etate civil*: .....

(Are you married or single / *Vous êtes célibataire ou marié (e)?*)

10. Number of children / *Nombre d'enfants*: .....

11. Occupation / *Profession*: .....

12. Passport No. / *Passeport No.*: .....

Date of issue / *Date d'établissement*:    \_\_\_ / \_\_\_ / \_\_\_\_\_

Date of expiration / *Date fin validité*:    \_\_\_ / \_\_\_ / \_\_\_\_\_

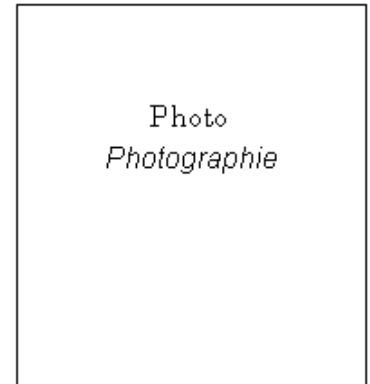
Place of issue / *Lieu d'établissement*: .....

Authority issuing this passport / *Autorité délivrant ce passeport*: .....

13. Date and place of previous or last visa to Congo-Brazzaville: .....

*Date & lieu d'obtention du dernier visa*

14. Purpose(s) of this journey / *Motif(s) de ce voyage*: .....



15. Guarantee / *Cautionnement*:

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\*\*ADDRESS /Adresse - Congo\*\*

- Employer's letter of guarantee
  - Invitation (business only) from Congo-Brazzaville
  - Lodging Certificate
  - Hotel reservation
  - Family visit (require name & address in Congo)
- \*\*\*\*\* PLEASE WRITE ADDRESS IN SPACE PROVIDED \*\*\*\*\*

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16. Current Address in UK / *Adresse actuelle*:

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17. Permanent address if different / *Adresse permanente si différente*: .....

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18. Telephone: .....

19. Next of kin name (relation and address if different):

*En cas d'urgence contacter (nom & adresse si différents)*

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Visa granted solely on the basis of information provided on this form and the length of stay applied for. Any false pretence for entering the Republic of Congo-Brazzaville is liable to sanction that may result in refusal of future visas.

*Ce visa est accordé uniquement sur la base des information fournies et la durée de séjour demandée. Entrer sur le territoire de la République du Congo-Brazzaville sous fausse déclaration peut entrainer une sanction pénale et de vous voir refuser tout visa a l'avenir*

The Honorary Consulate may refuse an application for lack of information or guarantee.

*Le Consulate Honoraire se reserve le droit de refuser d'accorder un visa pour manque d'information ou garanties demandées*

20. Application date / *Date de demande*: \_\_\_/\_\_\_/\_\_\_\_\_

Signature / *Signature*: .....