



# Global Visa Services

Washington, DC  
800 734 4708

**A Resource for International Travelers**



## VISA ORDER FORM FOR TOGO

The following documents are required for each visa. Please send them to **Global Visa Services** using a mail service with tracking, such as Express Mail or Federal Express.

### VISA REQUIREMENTS PER TRAVELER

- Your passport (US resident aliens must also submit copy of US visa or green card)
- Three (3) completed and signed visa applications - photocopies are acceptable
- Three (3) passport style (2"x2") photos - black and white or color are acceptable
- International Certificate of Vaccination for Yellow Fever
- Copy of your plane tickets or itinerary
- For a business visa, a letter of responsibility is required, to be typewritten on your company letterhead and addressed to: Embassy of Togo, Visa Section, Washington DC. The letter must explain all of the following: Nature of business to be performed, name and address of reference to be visited, guarantee of return transportation and sufficient funds for the visit. The letter should be signed by an officer of the company other than the applicant.
- This completed order form with a money order payable to Global Visa Services (see TOTAL below)

### RETURN SHIPPING ADDRESS:

Address:			Date of US Departure:        /        /	
City :	State:	Zip:	Home Phone: (        )	
Date I must have my documents returned :			Day Phone: (        )	

### TRAVELER DATA:

Last Name:	First:	Date of birth (d/m/yr)        /        /		
Passport #	Passport Expiration:	/      /	Citizen of:	

### Visa Processing Requirements and Fees are Per Traveler and are Subject to Change without Notice.

AVAILABLE SERVICES	FEES PER PERSON	AMOUNT ENCLOSED
Multiple Entry Visa, three month stay	\$150.00	
Return Shipping: Overnight Delivery \$23.50 or Fedex 2-3 day \$15.50		
For U.S Passport amendments and extra pages contact Global Visa Services for current requirements.		
<b>TOTAL:</b>		<b>\$</b>

Global Visa Services acts solely as an agent and accepts no responsibility for the services of any travel agent, foreign company, government, consulate or embassy in connection with granting visas, business invitations or any delays, loss of passports by the above services, U.S. mail or other delivery service. Damage compensation is not available.

Send Documents to our processing location at :  
**3300 North Fairfax Dr. Suite 220**  
**Arlington, VA 22201**