Visa Order

Orderer / invoice recipient (please make sure you enter the exact name of your company)

Company / Name _____

Street _____ Postal/Zip Code / Town/City _____

Contact _____ E-mail _____

Tel. _____ Fax _____

Visa procurement for the following countries _____

Name(s) of passport holder(s) _____

Departure from Germany on _____ What is the latest date you need your passport back? _____
Please state exact details here.
Should you not state a return delivery date, we will automatically complete this for you as follows: 2 working days before departure date.

☐ Visa	€22.00	6 embassy working days and more for processing
☐ Fast-track visa	€48.00	2-5 embassy working days for processing
☐ Same-day visa	€77.00	1 embassy working day for processing

The service charges (incl. sales tax/VAT) depend on your requested return delivery date and apply per person and per country, plus the respective consular fees and postal charges. Fast-track visa processing or same-day visa processing is not possible for every country and in most cases leads to the respective embassies charging higher consular fees. Please take note of our country information sheets.
The submission of incomplete documents may lead to higher service charges. Information on all our fees is available at www.visum-centrale.de and on our current price list.

Return delivery by:

☐ Registered letter up to 250 g without guaranteed delivery time	☐ Mailbox delivery possible	€6.00
☐ UPS Express Saver / National delivery within 48 hours		€17.00
☐ Overnight courier / national delivery / weekdays up to 12:00 p.m.		€24.00
☐ Overnight courier with time-certain delivery by _____ a.m./p.m.		Price quotation on request
☐ City courier delivery / Direct delivery		Price quotation on request

☐ Collection in person in ☐ Berlin ☐ Bonn ☐ Frankfurt ☐ Hamburg ☐ Munich

Collection service: we will gladly have a courier service collect the application papers directly from you. If you wish to use this service, please contact your competent CIBT office. This national overnight courier collection service is available at a charge of €27.00 on weekdays up to 4:00 p.m. (please note regional variances). Time-certain collections or direct courier deliveries (e.g. in city area) are also possible.

Please note that CIBT Visum Centrale GmbH assumes no warranty or liability – neither expressly nor tacitly – for postal and courier service deliveries. The forwarding charges are inclusive of statutory VAT/sales tax.

☐ **Yes, the passports are to be sent to a different return delivery address:**

Company / Name _____

Street _____ Postal/Zip Code / Town/City _____

Contact _____ Tel. _____

Settlement mode
☐ Direct debit via a bank (see below)
☐ Invoice (only possible for companies & contractual partners)

I contract CIBT Visum Centrale GmbH to procure the aforementioned visa. All deliveries and services are provided on the basis of the Allgemeine Geschäftsbedingungen (*standard terms of business*) and the current price list of CIBT Visum Centrale GmbH, which I herewith agree to.

Town/city, date _____ **Signature of orderer** _____

I herewith authorize CIBT Visum Centrale GmbH, until further notice, to collect the payments for visa procurement due from me when payable by direct debit from my account.

Account holder _____ Sort code _____

Bank _____ Account No. _____

Town/city, date _____ **Signature of account holder** _____

CIBT VisumCentrale
SPEZIALSERVICE FÜR VISUMBESCHAFFUNG

Internal comments:
P ☐ K ☐ F ☐ A ☐

ADI ☐ _____€

BER ☐
BN ☐
FRA ☐
HH ☐
MUC ☐

Handler: _____

CIBT Visum Centrale GmbH
Invalidenstr. 34
10115 Berlin
Tel.: 030 – 23 09 59 110
FAX: 030 – 23 09 59 140
berlin@visum-centrale.de

CIBT Visum Centrale GmbH
Schwertberger Str. 16
53177 Bonn
Tel.: 0228 – 36 78 70
FAX: 0228 – 36 53 87
bonn@visum-centrale.de

CIBT Visum Centrale GmbH
Niddastr. 74
60329 Frankfurt am Main
Tel.: 069 – 979 95 70
FAX: 069 – 977 86 411
frankfurt@visum-centrale.de

CIBT Visum Centrale GmbH
Jarrestr. 80
22303 Hamburg
Tel.: 040 – 70 38 38 70
FAX : 040 – 70 38 38 729
hamburg@visum-centrale.de

CIBT Visum Centrale GmbH
Schumannstr. 5
81679 München
Tel.: 089 – 28 80 380
FAX : 089 – 28 80 38 11
muenchen@visum-centrale.de

Office hours
Monday to Thursday
8:00 a.m. to 5:00 p.m.
Friday
8:00 a.m. to 4:00 p.m.

Emergency hotline:
0900 100 07 02
Monday to Friday
7:00 a.m. to 9:00 p.m.
Sat., Sun. and public holidays
9:00 a.m. to 9:00 p.m.
(€0.49/min via German line network – other prices via cellphone)

Status as per 15 January 2010