TRAVEL VISA PRO
Call us for assistance – Toll-free: (866) 378-1722
Fax: (866) 511-7599
www.TravelVisaPro.com

INDONESIAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **INDONESIA** Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Indonesian visas and are located **5 minutes walk away** from the consulate. Our travel professionals help you avoid delays, save money and time. Forget about excruciating lines at the consulates. *Please follow our FOUR Steps instructions*.

We must receive all required documents by our office before expediting your visa to Indonesia
This information is for US citizens and for TOURIST and BUSINESS visas only. If you're not a US & Canada citizen or require trip-specific visa (e.g. Student, Entry, Missionary, Journalist, etc.), PLEASE CONTACT US.

STEP ONE: Obtain, Complete, and SIGN these documents

- **Completed Indonesia Visa Application:** The Indonesian Consulate General in Los Angeles **ONLY** accepts visa applications completed ONLINE on their website - http://www.indonesianconsulate.us - download the application, complete it and send it along with the rest of your documents to us.
- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. Passport should be valid at least SIX (6) months after your first departure from Indonesia. 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 Photos:** 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@travelvisapro.com with Your First and Last name in subject line. **Additional $10 Photo Printing FEE will be added to your request**. NOTE: Photos must be high resolution, clear, and provide proper contrast and white background for it to be accepted by the consulate.
- **A Copy of Driver's License:** Please provide a current copy of your Driver's License or current Utility Bill. For minors, please provide a copy of driver's license of one of the parents/guardians.
- **NON-US Citizens:** Proof of Legal Status in the USA (e.g. copy of "Green Card" or Valid US Visa).
- **A Copy of Roundtrip ticket/itinerary** showing the exact dates of entry into and departure from the Indonesia and containing the name of passenger and flight number.
- **Proof of Financial Situation:** Bank Statements showing your average account balance or proof of other sources of income.

- **Additional Instructions for BUSINESS VISAS only:** Please provide a business letter, which includes:
    - The name and contact details of a reference/visiting firm in Indonesia.
    - Detailed explanation of the nature of business to be performed as well as duration of stay.
    - Company guarantee of financial responsibility for all travel expenses incurred by you.
    - The letter must be on company letterhead.
    - The letter must specify the visa validity and number of entries, the applicant is asking for.
- **Invitation Letter from Indonesia (for Business Visas only):**
    - A letter of invitation from business partner or sponsor in Indonesia, which describes the purpose of visit in detail.
- **Employment letter:**
    - For Vacation, to include length of service and vacation dates
    - For Business, giving full details of proposed business visit and stating employer will be financially responsible
    - Self-Employed, letter of incorporation/business registration document
- **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.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Indonesia 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:**

- **FREE** – Include Prepaid Self-Addressed Envelope
- **$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **$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).
- PREFERRED METHOD: By Check/Money Order. Make checks payable to **"TRAVEL AND VISA PRO"**
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

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

Our fees already include: C***onsular fee***, ***Consulate courier service,*** and ***our service fee***.

INDONESIAN TOURIST AND BUSINESS VISAS (maximum duration of stay in Indonesia up to 180 consecutive days unless otherwise specified by the consulate)		
Processing type -->	**BUDGET**	**RUSH**
Processing time -->	**8-10 DAYS**	**5-6 DAYS**
TOURIST - SINGLE ENTRY valid for up to 90 days	**$45+$49= $94**	**$45+$79= $124**
BUSINESS - SINGLE ENTRY valid for up to 90 days	**$45+$49= $94**	**$45+$79= $124**
BUSINESS - MULTIPLE ENTRY valid for up to 1 year	**$100+$49= $149**	**$100+$79= $179**

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.travelvisapro.com/index.php?travel,do.index.

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684-7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380-7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936-0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878-2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

In Chicago:
141 W Jackson Blvd, Ste 3401
Chicago, IL 60604
Local: (312) 800-1268
chicago@travelvisapro.com

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. After you select service required, please choose appropriate shipping address:

If you reside in: Alaska, Northern California, Idaho, Oregon, and Washington, please **MAIL TO:** **Travel Visa Pro** **2021 Fillmore Street** **San Francisco, CA 94115-2708**	**If you reside in:** Arizona, Southern California, Colorado, Hawaii, Montana, Nevada, Utah, and Wyoming, please **MAIL TO:** **Travel Visa Pro** **373 South Doheny Drive, Suite B** **Beverly Hills, CA 90211**
If you reside in: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, Oklahoma, Puerto Rico, Tennessee, Texas, Virgin Islands, please **MAIL TO:** **Travel Visa Pro** **3401 Louisiana St, Ste 130** **Houston, TX 77002**	**If you reside in:** Illinois, Indiana, Iowa, Kansas, Kentucky Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, please **MAIL TO:** **Travel Visa Pro** **141 W Jackson Blvd, Ste 3401** **Chicago, IL 60604**
If you reside in: Connecticut, Delaware, Maryland, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, South Carolina, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, please **MAIL TO:** **Travel Visa Pro** **167 Madison Ave., Ste 201** **New York, NY 10016**	**For all other States, please MAIL TO:** **Travel Visa Pro** **1802 Vernon St NW,** **Washington, DC 20009**

IMPORTANT SHIPPIPNG 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 (please do not forget to sign it)
- ✓ TWO (2) Passport-Style Photographs
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Copy of driver's license
- ✓ Bank Statement/Financial Support
- ✓ Copy of Green Card or Visa for NON-US citizens
- ✓ Employer Letter
- ✓ Additional Paperwork for BUSINESS VISAS
- ✓ Invitation letter from Indonesia (for Business visas only)

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.

TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 866-378-1722 www.TravelVisaPro.com
Fax – 866-511-7599 info@TravelVisaPro.com

TRAVELER(S) INFORMATION: REFERRED BY/COUPON CODE: _____.

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:_____ **Traveler #3 Name:**_____
First Last First Last

Traveler #2 Name:_____ **Traveler #4 Name:**_____
First Last 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 :

- ☐ **+ $0** (will include my own postage)
- ☐ **+ $15 FedEx Express Saver**
- ☐ **+ $20 FedEx Standard Overnight**
- ☐ **+ $25 FedEx Priority Overnight**
- ☐ **+ $39 FedEx Standard Overnight to states of HI, AK, or PR**
- ☐ **+ $39 SATURDAY FedEx Overnight**
- ☐ **+ from $39 for International FedEx**

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 #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: ☐ **Same as Shipping** ☐ **Other:** _____

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684-7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380-7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936-0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878-2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

In Chicago:
141 W Jackson Blvd, Ste 3401
Chicago, IL 60604
Local: (312) 800-1268
chicago@travelvisapro.com

EMBASSY OF THE REPUBLIC OF INDONESIA

2020 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, D.C. 20036
PHONE : (202) 775 5200, 775 5244 ; FAX: (202) 775 5315, 775 5365

Kedutaan Besar Republik Indonesia
Washington, D.C.

Application Number *(office use only)* : ☐☐☐☐ / ☐ / ☐☐☐☐

Date : ☐☐ – ☐☐ – ☐☐☐☐ (DD-MM-YYYY)

Passport
Size
Picture

I GENERAL

Duration of Stay in Indonesia : ☐☐ Day(s) ☐☐ Month(s) ☐☐ Year(s)

Type of Visa : ☐ Transit ☐ Single Entry
☐ Multiple Entry ☐ Limited Stay

For Transit Visa

Country of Destination :

Place of Departure :

Flight/Vessel Name :

For Visit Visa

Purpose of Visit : ☐ Tourism ☐ Convention ☐ Family Visit ☐ Sports
☐ Study ☐ Arts ☐ Commercial ☐ Others

Country of Destination :

Place of Visit :

Flight/Vessel Name :

For Limited Stay Visa

Purpose of Limited Stay : ☐ Work ☐ Joint Family ☐ Social ☐ Others

Address in Indonesia :

City :

Province :

Phone Number : ☐☐☐☐ – ☐☐☐ – ☐☐☐☐☐☐☐☐

Port of Entry into Indonesia :

Date of Entry : ☐☐ – ☐☐ – ☐☐☐☐ (DD-MM-YYYY)

II PERSONAL DATA

First Name :

Middle Name :

Family/Surname :

Sex : ☐ Male ☐ Female

Marital Status : ☐ Married ☐ Single

Place of Birth :

Date of Birth : ☐☐ – ☐☐ – ☐☐☐☐ (DD-MM-YYYY)

Nationality :

Address :

City :

Province/State :

Phone Number : ☐☐☐☐ – ☐☐☐ – ☐☐☐☐☐☐☐☐

Profession : ☐ Professional ☐ Government ☐ Businessman
☐ Student ☐ Housewife ☐ Others

Name of Company/Institution :

Address :

:

City :

Province/State :

Phone Number : ☐☐☐☐ – ☐☐☐ – ☐☐☐☐☐☐☐☐

III PASSPORT INFORMATION

Passport/Travel Document Number :

Place of Issue :

Date of Issue : — — (DD-MM-YYYY)

Date of Expiry/Valid Until : — — (DD-MM-YYYY)

Type of Passport : Personal Family

Please complete this section if your spouse and/or dependants included on your passport/travel document are travelling with you :

No.	Relation(s)	Sex	Date of Birth (DD-MM-YYYY)	Name
			— —	
			— —	
			— —	
			— —	
			— —	

Please use this code : Relation(s) : 1:Husband 2:Wife 3:Child
Sex : F:Female M:Male

IV SPONSOR IN INDONESIA (IF ANY)

Type of Sponsor : Individual Government International Institution
Company NGO Others

Name of Person/Institution :

Address :

City :

Province/State :

Phone Number : — —

V OTHER INFORMATION

Have you ever been to Indonesia before? : Yes No

Are you in possesion of any other countries' travel documents? : Yes No

Do you have previous visa to enter Indonesia? : Yes No

Has your visa application been refused before? : Yes No

Have you ever been deported from Indonesia? : Yes No

Have you ever committed a crime or any offense? : Yes No

Return/Through Ticket/Airline Company :

Place of Issue :

Date of Issue : — — (DD-MM-YYYY)

Date of Expiry/Valid Until : — — (DD-MM-YYYY)

I hereby declare that the statements given above are true and I understand that even if granted a visa, the admission at the airport remains the discretion of the immigration authorities in Indonesia

Applicant's Signature

Washington, D.C., — — (DD-MM-YYYY)

Important Note :

* To be completed in duplicate with two passport size photographs attached
* Applicant's original signature is required
* Passport must be valid for at least six months