



## AZERBAIJAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your AZERBAIJAN Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Azerbaijan visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

*We must receive all required documents by our office before expediting your visa to Azerbaijan*

### **STEP ONE: Obtain, Complete, and SIGN these documents**

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your departure from Azerbaijan. 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 Style Photographs:** 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](mailto:info@travelvisapro.com) with Your First and Last name in subject line.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Azerbaijan visa application form.. We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. Application is enclosed.
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (see table below for processing time and fees). 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.
- **Proof of Legal Status in the USA:** Copy of "Green Card" or Valid US Visa.
- **Additional Paperwork for Business Visa:** A business letter on company's letterhead from your employer in the USA and the company to be visited in Azerbaijan is required:
  - **(A) Sponsor Letter From Parent Company in USA:** A letter from the parent sponsoring organization in the United States on company letterhead indicating nature of applicant's business, probable duration of stay, places and organizations to be visited and also a guarantee to meet maintenance expenses etc. should accompany the application.
  - **(B) Sponsor Letter From Organization in Azerbaijan:** A letter from the sponsoring organization in Azerbaijan on company letterhead indicating nature of applicant's business, probable duration of stay, places and organizations to be visited and also a guarantee to meet maintenance expenses etc. should accompany the application.

#### **In San Francisco:**

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

#### **In Washington DC:**

1802 Vernon St NW  
Washington, DC 20009  
Local: (202) 684 7150  
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#### **In Houston, TX:**

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## **STEP TWO: Select Return Shipping method:**

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

- o **FREE** – Include Prepaid Self-Addressed Envelope
- o **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3<sup>rd</sup> business day)
- o **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- o **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)



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## **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).
- By Check/Money Order. Make checks payable to "TRAVEL AND VISA PRO"
- By PayPal: Send payments to [info@travelvisapro.com](mailto:info@travelvisapro.com)

### **ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS**

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

**Due to technical reasons the Consular Section will temporarily work 3 days a week: on Mondays, Wednesdays, and Fridays from 10:00 a.m. to 12:00 p.m.**

**OUR CONSULAR FEE INCLUDES: OFFICIAL CONSULAR AND OFFICIAL VISA SUPPORT (i.e. INVITATION LETTER) FEES. DON'T GET TRICKED BY MANY OTHER COMPANIES. THEY OFFER LOWER PRICES, BUT ADD EXTRA FOR INVITATION/VISA SUPPORT LATER!**

<b>AZERBAIJANN TOURIST &amp; BUSINESS VISA ( )</b>		
<b>Processing type--&gt;</b>	<b>BUDGET</b>	
<b>Processing time --&gt;</b>	<b>3-10 DAYS</b>	<b>10-17 DAYS</b>
<b>TOURIST Single ENTRY</b> valid up to 30 calendar days	<b>\$140 + \$49 = \$189</b>	
<b>BUSINESS Single ENTRY</b> valid up to 30 calendar days	<b>\$140 + \$49 = \$189</b>	
<b>BUSINESS Double ENTRY</b> valid up to 90 calendar days		<b>\$240 + \$79 = \$319*</b> <i>(includes invitation)</i>
<b>BUSINESS Multiple ENTRY</b> valid up to 12 months		<b>\$580+ \$79 = \$659*</b> <i>(includes invitation)</i>

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## 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>.



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## **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.

**Attn: Visa Dept.  
Travel Visa Pro  
1802 Vernon St NW,  
Washington, DC 20009**

### **IMPORTANT SHIPPING 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
- ✓ TWO Photographs
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Additional Paperwork for Business visas
- ✓ NON-US citizens: Proof of legal status in the USA

**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.

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# TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 866-378-1722  
Fax – 866-511-7599

[www.TravelVisaPro.com](http://www.TravelVisaPro.com)  
[info@TravelVisaPro.com](mailto: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: \_\_\_\_\_  
First Last

Traveler #3 Name: \_\_\_\_\_  
First Last

Traveler #2 Name: \_\_\_\_\_  
First Last

Traveler #4 Name: \_\_\_\_\_  
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 :**
- |                          |                                     |                          |   |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | + \$0 (will include my own postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight<br>to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver          | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight                               |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight     | <input type="checkbox"/> | + from \$39 for International FedEx                           |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight     |                          |   |

**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](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: \_\_\_\_\_

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**Azərbaycan Respublikasının Xarici İşlər Nazirliyi**  
**Ministry of Foreign Affairs of the Republic of Azerbaijan**

**Viza almaq üçün ərizə-anket**  
**Application for visa**

Qeyd: Blankı doldurarkən çap hərflərindən istifadə edin.

Note: Use block letters to fill the application form.

1. Soyadınız (pasportda olduğu kimi)/ Surname (as in passport):		
2. Adınız (pasportda olduğu kimi)/ Name (as in passport):		
3. Adınız və ya soyadınız dəyişilibmi? (əgər dəyişilibsə, nə zaman və əvvəlki adınızı və ya soyadınızı göstərin) Has your name or surname been changed? (if changed, when and your previous name or surname):		
4. Doğulduğunuz tarix (gün, ay, il) / Date of birth (day, month, year):	5. Doğulduğunuz yer / Place of birth:	6. Vətəndaşlığınız /Citizenship:
7. Vətəndaşlığınız dəyişilibmi? (əgər dəyişilibsə, nə zaman və əvvəlki vətəndaşlığınızı göstərin) Has your citizenship been changed? (if yes, when and previous citizenship):		
8. Cinsiniz / Sex: Kişi / Male: Qadın / Female:	9. Pasportunuzun və ya sərhədkeçmə sənədinizlərin nömrəsi və seriyası / Number and serial of passport or travel document:	10. Pasportunuzun və ya sərhədkeçmə sənədinizlərin verildiyi yer (ölkə, şəhər) / Place of issue (country, city) of passport or travel document:
11. Pasportunuzun və ya sərhədkeçmə sənədinizlərin növü / Type of passport or travel document: Ümumvətəndaş / Ordinary Xidməti / Service Diplomatik / Diplomatic Digər / Other _____	12. Verilmə tarixi (gün, ay, il) / Date of issue (day, month, year):	13. Etibarlıdır (gün, ay, il) / Valid until (day, month, year):
14. Son beş ildə aldığınız vizalar / Other visas issued during the past five years:		
15. Ailə vəziyyətiniz / Marital status: Evli / Married Subay / Single Dul / Widowed Boşanmış / Divorced	16. Hal-hazırkı ünvanınız / Full present address:	17. Ev telefon nömrəniz / Home phone number:

18. İş yeriniz və ixtisasınız / Occupation and specialty:	19. Azərbaycana nə vaxt gəlməyi planlaşdırırsınız / When are you going to come to Azerbaijan:	20. Nəqliyyat vasitəsi (əgər minik avtomobildirsə, nömrəsi) / Type of transport (if it is a car, license number):
21. Son məntəqəniz (ölkə, şəhər) / Final destination (country, city):		22. Səfərin müddəti (gün) / Duration of a visit (days):
23. Azərbaycana nə vaxtsa səfər elmisinizmi? / Have you ever visited Azerbaijan? Bəli / Yes Xeyr / No Səfər etdiyiniz təqdirdə, nə vaxt? / If yes, when?	24. Nə vaxtsa, Azərbaycan vizası almısınızmi? / Have you ever been issued a visa to Azerbaijan? Bəli / Yes Xeyr / No Nə vaxt? / When? Haradan (ölkə, şəhər)? / Where (country, city)? Sonuncu vizanın nömrəsi / Number of last visa:	25. Sizə nə vaxtsa, Azərbaycan vizasının verilməsində etiraz olunubmu? / Have you ever been refused a visa to Azerbaijan? Bəli / Yes Xeyr / No Nə vaxt? / When?
26. İctimai təhlükə yarada biləcək infeksiyaya tutulmusunuzmu? Did you suffer from any infectious disease dangerous for public health? Bəli / Yes Xeyr / No Təsdiq olduqda, adı: / If yes, name:		
27. Nə vaxtsa cinayət məsuliyyətinə cəlb olunmusunuzmu? / Have you ever been charged of any criminal offences anywhere? Bəli / Yes Xeyr / No Nə vaxt? / When?		
28. Ermənistan Respublikası tərəfindən işğal olunmuş Azərbaycan Respublikasının Dağlıq Qarabağ bölgəsinə səfər etmisinizmi? / Have you ever visited Nagorno Karabakh region of the Republic of Azerbaijan occupied by the Republic of Armenia? Bəli / Yes Xeyr / No Səfər etdiyiniz təqdirdə, nə vaxt? / If yes, when?		
29. Səfərinizin məqsədi / Purpose of your trip:  Rəsmi / Official İşgüzar / Business Turizm / Tourism Əmək / Employment Təhsil / Education Müalicə / Medical treatment Elmi-mədəni-idman / Scientific-cultural-sports Şəxsi səfər / Private visit	30. Vizanın növü / Type of visa:  Giriş / Entry Tranzit / Transit	31. Girişin sayı / Number of entries: Birdəfəlik / Single İkidəfəlik / Double Çoxdəfəlik / Multiple
32. Sizi Azərbaycana dəvət edən təşkilatın, hüquqi şəxsin fəaliyyət istiqaməti və ya dəvət edən şəxsin statusu / Direction of activity of organization, juridical person inviting you to Azerbaijan or the status of the inviting person :  Dövlət / Government QHT / Nongovernmental organization Kommersiya / Business Humanitar / Humanitarian Azərbaycan Respublikası vətəndaşı / The citizen of the Republic of Azerbaijan Azərbaycan Respublikasında daimi yaşayan əcnəbi / The foreigner constantly living in the Republic of Azerbaijan Əməkçi miqrant / The employed migrant		

33. Sizi Azərbaycana dəvət edən təşkilatın, hüquqi və ya fiziki şəxsin tam adı, ünvanı və telefonu / Full name , address and phone number of organization, juridicial or physical person inviting you to Azerbaijan:

34. Azərbaycanda qalacağınız ünvan / Address of the place of your stay in Azerbaijan:

35. Səfərinizi kim maliyyələşdirir? / Who will pay for your visit?

36. Azərbaycanda işləmək fikriniz varmı? /Do you intend to be employed in Azerbaijan?

37. Azərbaycanda təhsil almaq fikriniz varmı? / Do you intend to study in Azerbaijan?

Bəli / Yes  
Xeyr / No

Bəli / Yes  
Xeyr / No

38. Pasportunuza qeyd olunan 16 yaşına çatmayan və sizinlə səfərdə olan şəxslər / Children under 16 years or persons included on your passport and who will travel with you to Azerbaijan:

Soyadı / Surname	Adı / Name	Doğulduğu tarix / Date of birth	Doğulduğu yer / Place of birth	Qohumluq əlaqəsi / Relationship

39. Mən təsdiq edirəm ki, ərizədə göstərilən sualları oxuyub başa düşdüm və düzgün cavab verdim. Başa düşürəm ki, hər hansı yanlış məlumat nəticəsində mənə viza verilməsindən imtina edilə bilər / I certify that I read, understood and correctly responded to all questions set forth in this application. I understand that any false or misinformation may result in the refusal of a visa to Azerbaijan

Tarix / Date

Ərizəçinin imzası / Signature of applicant

Yer / Place

#### XİDMƏTİ QEYDLƏR / FOR OFFICIAL USE ONLY

Ərizənin qəbul edilmə tarixi:

Viza:

Vizanın kateqoriyası:

Verildi:

Adi

Etiraz edildi

Xidməti

Diplomatik

Verilmə tarixi:

Etibarlıdır (gün, ay, il):

Əlavə olaraq aşağıdakı sənədlər qəbul edilmişdir:

- qəbul edən tərəfin (hüquqi və ya fiziki şəxsin) Azərbaycan Respublikasının dövlət dilində vəsatətinin əsli;
- vəsatət təqdim edən hüquqi şəxsin Nizamnaməsi və ya Azərbaycan Respublikasının qanunvericiliyinə uyğun qeydiyyatdan keçməsi barədə şəhadətnamənin surəti, qəbul edən fiziki şəxsin şəxsiyyətini təsdiq edən sənədin surəti;
- biometrik identifikasiya tələblərinə uyğun 2 ədəd fotosəkil (3,5 X 4,5)
- biometrik identifikasiya tələblərinə uyğun əl-barmaq izləri;
- müvafiq icra hakimiyyəti orqanı tərəfindən təhsil müəssisəsinə daxil olma faktını təsdiq edən sənəd;
- son məntəqəyə getmək üçün viza;
- sağlamlıq barədə tibbi arayış;
- ölkədə əmək fəaliyyəti ilə məşğul olmaq üçün icazə;
- tibbi sığorta;
- ölkəyə girmək və ölkədə qalmaq üçün lazım olan maliyyə vəsaitinin olmasını sübut edən sənədlər;
- dövlət rüsumunun ödənilməsi barədə qəbz.

Qeyd: