



BELARUS VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your BELARUS Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Russian 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 Belarus



STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. "Permit for Reentry" or "Refugee Travel Document" are also acceptable). Passport should be valid at least NINETY (90) days after your departure from Belarus. 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.

- **One Passport Style Photograph:** 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.
- **Visa Questionnaire/Application** Please COMPLETE and SIGN Your Belarus 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. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-470-VISA (8472)** with your questions. Application is enclosed.
- **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.
- **ORIGINAL Tourist Visa Support / Invitation (for Tourist Visas Only):** Standard Tourist Confirmation and voucher from the licensed Belarus travel agency. The confirmation must be ORIGINAL.
- **Letter of Invitation to Belarus (for a Business visa, see example attached at the end of this document):**
An original or a copy of a letter of invitation from an agency, company or organization in the Republic of Belarus, which is registered as a legal entity by the Belarusian authorities. A letter of invitation should be printed on the official letterhead with a registration number, date of issue, and should bear the signature of an official and a corporate seal. It should also indicate the expected duration of the applicant's stay in Belarus. An inviting party must provide written guarantees that an invitee will abide by the rules and regulations applied to foreign citizens in the Republic of Belarus.

In San Francisco:

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

In Washington DC:

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

In Houston, TX:

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

In Los Angeles:

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



STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Brazil 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 3rd 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)



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 consular fee, one overnight FedEx delivery to the Consulate or Consulate courier service and our service fee.

BELARUS TOURIST VISA (valid up to 10 years)		
Processing type--->	BUDGET	URGENT
Processing time -->	5 DAYS	NEXT-DAY
Tourist Single ENTRY	\$160+\$49=\$209	\$320+\$79=\$399
Tourist Double ENTRY	\$190+\$49=\$239	\$380+\$79=\$459
PRIVATE Single ENTRY	\$160+\$49=\$209	\$320+\$79=\$399
PRIVATE Double ENTRY	\$190+\$49=\$239	\$380+\$79=\$459

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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3401 Louisiana St, Ste 130
Houston, TX 77002
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Email: houston@travelvisapro.com

In Los Angeles:

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



Travel Visa Pro

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 (please do not forget to sign)
- ✓ Photograph
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ ORIGINAL Visa Support Voucher/Confirmation

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.

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TRAVEL & VISA PRO ORDER FORM

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

www.TravelVisaPro.com
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
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.

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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**РЭСПУБЛІКА БЕЛАРУСЬ
ВІЗАВАЯ АНКЕТА**

**THE REPUBLIC OF BELARUS
VISA APPLICATION FORM**

1. Прозвішча/ Family name		4. Пол/ Sex		Фотаздымак/ Photo															
2. Імя/ First name		<input type="checkbox"/> мужчынскі/ male																	
3. Іншыя імёны, прозвішчы, у тым ліку дзявочае/ Other names and (or) maiden name		<input type="checkbox"/> жаночы/ female																	
5. Дата нараджэння/ Date of birth		6. Месца нараджэння/ Place of birth			Службовыя адзнакі/ For official use														
<table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> </table>						day	month	year	краіна/ country горад/ city вобласць(раён)/ region										
day	month	year																	
7. Цяперашняе Грамадзянства(ы)/ Current citizenship(s)					Дата звароту:														
Калі Вы мянялі грамадзянства(ы), назавіце грамадзянства(ы), якія былі ў Вас раней, і вызначце дату(ы) яго(іх) змены / If you changed your citizenship(s) specify citizenship(s) you held previously and indicate dates of acquiring a new citizenship(s)					Падставы:														
8. Тып пашпарта/ Type of passport		9. Нумар пашпарта/ Passport number		12. Дата выдачы/ Date of issue															
<input type="checkbox"/> звычайны/ ordinary <input type="checkbox"/> дыпламатычны/ diplomatic <input type="checkbox"/> службовы/ official <input type="checkbox"/> іншы дакумент/ other document:		10. Кім выдадзены/ Issuing authority		<table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> </table>					day	month	year								
day	month	year																	
		11. Дзе выдадзены/ Place of issue		13. Тэрмін дзеяння/ Valid until															
				<table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> </table>					day	month	year								
day	month	year																	
14. Адрас сталага месца жыхарства/ Permanent home address					Рашэнне по звароту:														
краіна/ country вобласць(раён)/ region горад/ city вуліца/ street нумар дома/ building number нумар квартэры/ apartment number нумар тэлефона/ phone number e-mail					ад <input type="checkbox"/> станойчае <input type="checkbox"/> адмоўнае														
15. Месца працы і службовы адрас/ Place of work and work address					Тып візы:														
прадпрыемства/ company пасада/ position краіна/ country вобласць(раён)/ region горад/ city вуліца/ street нумар дома/ building number нумар тэлефона/ phone number					<input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> D														
16. Тып візы/ Type of visa		17. Катэгорыя візы/ Category of visa		18. Колькасць уездаў/ Number of entries															
<input type="checkbox"/> індывідуальная/ individual <input type="checkbox"/> групавая/ group		<input type="checkbox"/> транзітная/ transit <input type="checkbox"/> кароткачасовая/ short-term <input type="checkbox"/> доўгатэрміновая/ long-term		<input type="checkbox"/> аднаразовая/ single <input type="checkbox"/> двухразовая/ double <input type="checkbox"/> шматразовая/ multiple															
19. Тэрмін дзеяння візы/ Term of visa validity					Кратнасць візы:														
з/ from		на/ until		на тэрмін знаходжання/ for a term of stay															
<table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> </table>					day	month	year	<table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>day</td> <td>month</td> <td>year</td> </tr> </table>					day	month	year	<table border="1"> <tr> <td> </td> </tr> <tr> <td>сутак/ days</td> </tr> </table>			сутак/ days
day	month	year																	
day	month	year																	
сутак/ days																			
20. Назва запрашаючай арганізацыі або імя запрашаючай асобы/ Name of inviting organisation or person					Мэта візиту:														
21. Адрас запрашаючай арганізацыі або асобы/ Address of inviting organization or person					<input type="checkbox"/> транзіт <input type="checkbox"/> дзелавыя стасункі <input type="checkbox"/> удзел у спартыўных/ культурных мерапрыемствах <input type="checkbox"/> прэса <input type="checkbox"/> гуманітарная <input type="checkbox"/> рэлігійныя стасункі <input type="checkbox"/> з правам працы па найму <input type="checkbox"/> турызм <input type="checkbox"/> на вучобу <input type="checkbox"/> прыватная <input type="checkbox"/> наведванне месцаў пахавання <input type="checkbox"/> на сталае жыхарства <input type="checkbox"/> службовая <input type="checkbox"/> дыпламатычная														
вобласць/ region горад/ city вуліца/ street нумар дома/ building number нумар квартэры/ apartment number нумар тэлефона/ phone number нумар факса/ fax number e-mail					Віза: №														
22. Адрас знаходжання ў Беларусі/ Address of stay in Belarus					Сапраўдная:														
вобласць(раён)/ region горад/ city вуліца/ street нумар дома/ building number нумар квартэры/ apartment number гасцініца/ hotel					з па														
23. Падрабязнае тлумачэнне мэты візиту/ Detailed explanation of a purpose of visit																			

Company/organization letter-head

current issue, date

Embassy of the Republic of Belarus in the USA

PETITION FOR THE VISA TO THE REPUBLIC OF BELARUS WITH BUSINESS PURPOSES (WITHOUT EMPLOYMENT)

We would like to ask you to issue _____ short-term visa to enter
(single-, double-, multiple- entry)
The Republic of Belarus from _____ until _____ for citizen (stateless)

(Country of permanent residence)

(Name as indicated in the passport)
born _____, passport _____.
(DOB) (passport number, date of expiration)

The stay of mentioned person in the Republic of Belarus is essential for:

(indicate purpose of visit)

Position of foreigner in a foreign organization (company) is:

(position and employer)

Primary activity of our organization (company) is
_____.

In view of the aforesaid we would like to inform you that the _____
(single, double, multiple)
entry to the country is needed for this foreigner during the stated period.

We undertake to take the necessary steps to make the official registration for this foreigner, to make certain that the foreigner leaves the country upon the stated period is over and in case of deportation or expulsion to reimburse the expenses concerned with deportation or expulsion according to the art. 65 of the law of the Republic of Belarus “About the legal status of foreign citizens and stateless”.

(Position, name & sign of the organization (company) bound by corporate seal)