



GABON VISA STEP-BY-STEP GUIDE

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



STEP ONE: Obtain, Complete, and SIGN these documents

- **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 intended arrival to Gabon. 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 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 with Your First and Last name in subject line.
- **TWO Visa Questionnaires/Applications** Please COMPLETE and SIGN Your Gabon visa application forms. 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.
- **A Copy of Roundtrip ticket/itinerary** (or we can provide one for \$15 fee) containing the name of passenger, the confirmed itinerary, flight number and arrival/departure dates.
- **Business Visas ONLY:** An invitation letter is **REQUIRED** from the company based in Gabon or a business acquaintance in Gabon.
- **Tourist Visas ONLY:** An invitation letter is **REQUIRED** from a family member or friend ("certificat d'hebergement legalise" or a confirmed hotel reservation) and flight itinerary.



STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Gabon 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, Consulate courier service, and our service fee.

GABON VISAS FEE SCHEDULE (maximum duration of stay in Gabon up to 30 calendar days and is valid for 90 days from the issue date)	
Processing time -->	FOUR (4) BUSINESS DAYS
TOURIST – SINGLE ENTRY for up to 90 days	\$140+\$49=\$189
TOURIST – DOUBLE ENTRY for up to 90 days	\$140+\$49=\$189
BUSINESS - SINGLE ENTRY for up to 90 days	\$140+\$79=\$219
BUSINESS - DOUBLE ENTRY for up to 90 days	\$140+\$79=\$219

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:
506 2nd Ave., Ste 1404
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.

**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)
- ✓ Copy of travel itinerary
- ✓ Business letter 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.

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ny@travelvisapro.com

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houston@travelvisapro.com

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la@travelvisapro.com

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Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

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



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 :

- | | | | |
|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| ☐ | + \$0 (will include my own postage) | ☐ | + \$39 FedEx Standard Overnight |
| ☐ | + \$15 FedEx 3-Day Express Saver | | to states of HI, AK, or PR |
| ☐ | + \$20 FedEx Standard Overnight | ☐ | + \$39 SATURDAY FedEx Overnight |
| ☐ | + \$25 FedEx Priority 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 PER PERSON. By checking this box, I agree to enroll into passport replacement program. I have read and understood all terms and conditions of the program which are posted at <http://tiny.cc/jyb03w>

☐ PLEASE REGISTER MY TRIP WITH THE US EMBASSY ABROAD FOR AN ADDITIONAL \$19.99 FOR THE 1ST COUNTRY AND \$9.99 FOR SUBSEQUENT ONES. FEES ARE PER PERSON. This will allow US Embassy officials to contact you in case of family emergencies, give you in-country updates, and alert you about imminent evacuations, and US passport assistance during your trip. By checking this box, I agree to enroll in this program, have read and understood all terms and conditions of the program which are posted at: <http://tiny.cc/jyb03w>

☐ PLEASE ADD TWO PASSPORT STYLE PHOTOS (2" by 2") TO BE RETURNED WITH MY PASSPORT. By checking this box, I agree to pay \$10.00 for set of 2 passport photos. These photos may be handy when entering a desired destination or future usage.

☐ PLEASE ADD LEATHER Passport Jacket FOR \$29.99. This jacket is made from genuine top-grain leather and an inside lining of faux suede, which offers premium protection to your passport: preview it here: <http://tinyurl.com/lmbmrf4> By checking this box, I agree to the purchase.

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 (<http://www.travelvisapro.com/index.php?func=do.html&url=terms>). 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:
Phone: (415) 229-3210
info@travelvisapro.com

In Washington DC:
Phone: (202) 684-7150
dc@travelvisapro.com

In New York:
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In Seattle:
Phone: (206) 855-5185
seattle@travelvisapro.com

In Chicago:
Phone: (312) 800-1268
chicago@travelvisapro.com

**AMBASSADE DE LA REPUBLIQUE GABONAISE
AUX ETATS UNIS**

Nom
Name:

NOM DE JEUNE FILLE
Maiden name :
.....

NE LE à
Born on Place of Birth

PRENOMS
First name :
.....

D'ORIGINE
of birth:.....

NATIONALITE
Citizenship

ACTUELLE
Now:.....

SITUATION DE FAMILLE ENFANTS AGES
Family status: Children: Ages:

DOMICILE HABITUEL
Permanent Address :

Photographic
Photograph

RESIDENCE ACTUELLE
Present Address.....

TELEPHONE..... PROFESSION.....
Area Code.....

DATE D'ENTRÉE AU GABON
Date of entry in Gabon.....

PAYS DE PROVENANCE
Arriving from.....

No.de Passeport
Passport.....

COMBIEN DE TEMPS RESTEREZ-VOUS AU GABON?
How long do you intend to stay in Gabon?

Délivré le
Date of issue.....

DATE DU DEPART DU GABON NO. DE VOL
Date of Departure Flight No

Par
By whom.....

PAYS DE DESTINATION NO. DE VOL
Destination Flight No

Valable jusqu' a
Valid until.....

AVEZ-VOUS DEJA HABITE LE GABON PENDANT PLUS DE 3 MOIS
CONSECUTIFS?
Have you already lived in Gabon longer than 3 months without interruption?.....
PRECISEZ QUELLES DATES

When?.....

INDICATION PRECISE DU LIEU D'ENTRÉE AU GABON.

Indicate port of entry.....

Visite de courtoisie : Tourisme : Officiel : Affaires :

MOTIFS DU VOYAGE :

Purpose of journey

Courtesy visit: Tourism: Official Business: v.i.p. to meet:

Indiquez avec précision les noms et les adresses exactes des commerçants ou des industries que vous désirez rencontrer s'il s'agit d'un voyage d'affaires.

Indicate precisely the names and addresses of merchants and industrialists you wish to meet on your business trip.

.....
.....

Attaches familiales au Gabon (adresses exactes)

Family connections in Gabon (exact addresses).....

.....

Références dans le pays de résidence.

References in the country of applicant's residence.....

.....

Indication de vos adresses pendant votre séjour au Gabon.

Indicate your exact addresses in Gabon during your stay there.....

.....

Comptez-vous installer au Gabon un commerce ou une industrie?

Do you intend establishing a business or industry in Gabon?.....No.....

Où comptez-vous rendre en sortant du Gabon?

Where do you intend proceeding to when leaving Gabon?.....

Vous engagez-vous à n'accepter aucun emploi rémunéré ou non Durant votre séjour au Gabon, à ne pas chercher à vous y installer et à QUITTER LE TERRITOIRE GABONAIS À L'EXPIRATION DU VISA qui vous sera éventuellement accordé ?

Do you undertake during your stay in Gabon not to accept any employment, paid or unpaid, or to try to settle there permanently and to leave Gabonese territory on the expiration of the visa granted to you?.....No.....

Ma signature engage ma responsabilité et m'expose en sus de poursuites prévues par la loi en cas de FAUSSE DECLARATION, à me voir REFUSER TOUT VISA À L'AVENIR.

My signature binds me and makes me liable to prosecution in case of false declaration and to refusal of my visa in the future.

A.....date.....20.....