

**POSTAL ADDRESS & CONTACT DETAILS:**

VISASMART TS LTD  
FALCON HOUSE, 19 DEER PARK ROAD  
WIMBLEDON, LONDON  
SW19 3UX  
PHONE: 02045139940  
EMAIL: admin@visasmart.co.uk



**CONGO DR BUSINESS VISA APPLICATION PACK**

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

**1. CHECKLIST OF DOCUMENTS YOU MUST SEND**

**ORIGINAL PASSPORT** - with a minimum of 6 months validity & 2 blank pages.

**APPLICATION FORM** - attached. Please note that the embassy application must be completed online - We provide a manual application for you & we will transfer your information to the embassy online system for you.

**2 UK PASSPORT PHOTOS**

**LETTER OF INVITATION** - Must be certified by the Ministry of Foreign Affairs in Kinshasa or the DGM office (Attestation de prise en charge).

**LETTER FROM EMPLOYER** - Confirming employed position, financial responsibility, purpose of travel, name & address of company being visited in DCR & dates of intended stay. We have attached a template for you.

**RETURN FLIGHT CONFIRMATION**

**RECENT BANK STATEMENT** - issued in the last 30 days showing name, address, balance & transactions. Online statements are not allowed unless it contains this information.

**COPY OF YELLOW FEVER VACCINATION CERTIFICATE**

**PROOF OF UK RESIDENCY** - Utility bill plus UK resident card where applicable

**2. SERVICE OPTIONS**

CONGO DR 1 MONTH ENTRY VISA (£135.00 + service fee £120.00 VAT inclusive)

CONGO DR 2 MONTH ENTRY VISA (£175.00 + service fee £120.00 VAT inclusive)

CONGO DR 3 MONTH ENTRY VISA (£225.00 + service fee £120.00 VAT inclusive)

CONGO DR 6 MONTH ENTRY VISA (£350.00 + service fee £120.00 VAT inclusive)

5 DAY EXPRESS SERVICE (Additional £100.00)

**3. RETURN OPTIONS**

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

**4. CONTACT DETAILS & RETURN ADDRESS**

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

**5. DECLARATION**

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

## INFORMATION FOR THE CONGO DR VISA SERVICE

Processing time in the embassy is usually a minimum of 21 business days for standard services or 5 business day for express services. Please note that as the embassy must await authorisation from their Ministry to issue your visa, processing times can not be guaranteed. We advise that you do not confirm any flight booking until your visa has been issued.

The embassy will issue visa validity according to your invitation only & you can only apply for the visa in the same time frame (for example, if your invitation is for a 3 month visa, you can not apply more than 3 months in advance). All visas are issued with multiple entries. Once the embassy has begun the process, the passport will be unavailable until the process is complete.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside.

You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, [www.visasmart.co.uk](http://www.visasmart.co.uk). By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.



République Démocratique du Congo  
Ministère des Affaires Etrangères et de la Coopération Internationale



**FORMULAIRE DE DEMANDE DE VISA**

Email : [complement.visa@ambardc.london](mailto:complement.visa@ambardc.london) - Text : +44 74 4860 0034

AMBA RDC / Londres

**A. JOINDRE AU PRESENT FORMULAIRE**

1. Passeport en cours de validité (plus de six mois) avec 2 pages [valid passport/travel document with 2 pages(valid for at least 6 months)]
2. Photo d'identité [photograph]
3. Copies couleur des documents (Color Copies of supporting documents)

**B. RENSEIGNEMENTS A COMMUNIQUER remplir en lettres MAJUSCULES / fill in CAPITAL letters**

|  |  |  |  |
|--|--|--|--|
| 3. Nom [Name]:                                 |  | Nom de jeune fille [Maiden name]:      |  |
| 4. Postnom(s) [Middle Name(s)]:                |  |  |  |
| 5. Prénom(s) [First Name(s)]:                  |  |  |  |
| 6. Lieu de Naissance [Place of birth (city)]:  |  | Pays - [Country of birth]:             |  |
| 7. Date de Naissance [Date of birth]:          |  |  |  |
| 8. Nationalité à la naissance [Nat. at birth]: |  | Nationalité actuelle - [Current Nat.]: |  |

|                                  |   |  |   |  |
|----------------------------------|---|--|---|--|
| 9. Sexe [Sex]:                   | <input type="checkbox"/> Feminin              | <input type="checkbox"/> Masculin        |   |  |
| 10. Etat civil [Marital status]: | <input type="checkbox"/> Célibataire [Single] | <input type="checkbox"/> Marié [Married] | <input type="checkbox"/> Divorcé [Divorced] | <input type="checkbox"/> Veuf [Widow] <input type="checkbox"/> Autre |
| Nom du conjoint [Spouse's name]  |   |  |   |  |

|  |   |   |  |                                |
|--|---|---|--|--------------------------------|
| 11. Votre Profession [Your profession]:                          |   |   |  |                                |
| 12. Résidence Principale - [Residence address]:                  |   |   |  |                                |
| Résidence dans un pays autre que celui de la demande:            |   |   |  |                                |
| Téléphone personnel:   |   | Adresse Email [email]:                      |  |                                |
| 13. Noms du Père [Father]:                                       |   | Nationalité [nationality]:                  |  |                                |
| Noms de la Mère [Mother]:  |   | Nationalité [nationality]:                  |  |                                |
| 14. Type de passeport [Type of passport]:                        | <input type="checkbox"/> Pass. Ordinaire [ordinary] | <input type="checkbox"/> Pass. Diplomatique | <input type="checkbox"/> Pass. Service | <input type="checkbox"/> Autre |
| 15. Numéro du Passeport/Titre de voyage [Travel document number] |   |   |  |                                |
| Date de délivrance [valid from]:                                 |   | Date d'expiration [valid until]:            |  |                                |
| Délivré par [issued by]:   |   |   |  |                                |

|   |  |   |  |   |
|---|--|---|--|---|
| 16. Numéro de l'autorisation de séjour ou l'équivalent [residence permit number]: |  |   |  |   |
| Date d'expiration [valid until]:  |  |   |  |   |
| 17. Motif du voyage [Purpose of travel]:  | <input type="checkbox"/> Visite familiale    | <input type="checkbox"/> Mission de service | <input type="checkbox"/> Mission officielle            | <input type="checkbox"/> Tourisme   |
|   | <input type="checkbox"/> Affaires [Business] | <input type="checkbox"/> Etudes             | <input type="checkbox"/> Scientifique/Culturel/Sportif | <input type="checkbox"/> Membre ONG <input type="checkbox"/> Journaliste <input type="checkbox"/> Membre Conf. Religieuse |

|  |  |  |  |  |
|--|--|--|--|--|
| Reference du document justifiant le voyage [Ticket reference]: |  |  |  |  |
| Délivré par [Ticket issued by]:                                |  |  |  |  |

|  |                           |                           |               |               |
|--|---------------------------|---------------------------|---------------|---------------|
| 18. Lieu de la mission/Destination [Destination in DR Congo]:          |                           |                           |               |               |
| <b>19. Accès au territoire congolais [First point of entry in DRC]</b> | <b>1 mois</b>             | <b>2 mois</b>             | <b>3 mois</b> | <b>6 mois</b> |
| Transit  | a) Aller                  | du [from] (Lieu et date): |               | au [to]:      |
|  | b) Retour                 | du [from] (Lieu et date): |               | au [to]:      |
|  | c) Visa de voyage N°:     |                           |               |               |
| Une SEULE entrée / SINGLE entry  | du [from] (Lieu et date): |                           | au [to]:      |               |
| DEUX entrées / TWO entries   | du [from] (Lieu et date): |                           | au [to]:      |               |
|  | du [from] (Lieu et date): |                           | au [to]:      |               |
| MULTIPLE entrées / MULTIPLE entries                                    | du [from] (Lieu et date): |                           | au [to]:      |               |
|  | du [from] (Lieu et date): |                           | au [to]:      |               |

|   |                     |                    |  |  |
|---|---------------------|--------------------|--|--|
| <b>20. Dernier visa congolais obtenu [Last visa obtained for DRC]</b> |                     |                    |  |  |
| Numéro:   | Date de délivrance: | Durée de validité: |  |  |

|  |          |  |  |  |
|--|----------|--|--|--|
| <b>21. Nom, Postnom et Prénom de la personne qui prend en charge l'invité (morale ou physique) [Host/Sponsor' details]</b> |          |  |  |  |
| Noms:  | Adresse: |  |  |  |
| Telephone:   |          |  |  |  |

**22. Garantie de la prise en charge**

23. Preuves des moyens de subsistance pour la durée du séjour en RDC pour les touristes, operateurs économiques, les élèves et étudiants, ceux qui ne sont pas pris en charge par une personne morale ou physique : .....

24. La durée d'attente du visa peut aller jusqu'à 15 jours ouvrables en attendant "AVIS FAVORABLE" de Kinshasa

25. Je reconnais que les renseignements communiqués ci-dessus sont exacts et véridiques. Et j'accepte qu'en cas de refus de visa pour une raison quelconque, les frais payés ne sont pas remboursables.

Fait à ....., le ..... / ..... / ..... Signature .....



|   |   |
|---|---|
| RESERVE A L'USAGE OFFICIEL - FOR OFFICIAL USE | Annotation de l'agent de la Chancellerie: ..... |
| N° de la demande de visa 13246/...../.....    | .....   |



## Embassy of the Democratic Republic of the Congo

London | Dublin | Helsinki | Oslo

45-49 Great Portland Street, London W1W 7LD

www.ambardc.london

**By instruction of the Government, you are required to adequately fill this form prior to the visa issuance**

In the last 14 days,  
Have you been in one of the following **specific areas**?

- |  |   |
|--|---|
| <input type="checkbox"/> IRAN                  | <input type="checkbox"/> SOUTH KOREA: Daegu, Cheongdo |
| <input type="checkbox"/> CHINA: Hubei Province | <input type="checkbox"/> NONE                         |
| <input type="checkbox"/> ITALY                 |   |

In the last 14 days,  
Have you been in one of the following **countries**?

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> mainland China outside of Hubei province      | <input type="checkbox"/> Macau     |
| <input type="checkbox"/> South Korea outside of the special care zones | <input type="checkbox"/> Malaysia  |
| <input type="checkbox"/> Cambodia                                      | <input type="checkbox"/> Myanmar   |
| <input type="checkbox"/> Hong Kong                                     | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> Japan   | <input type="checkbox"/> Taiwan    |
| <input type="checkbox"/> Laos  | <input type="checkbox"/> Thailand  |
|  | <input type="checkbox"/> Vietnam   |
|  | <input type="checkbox"/> NONE      |

Do you have symptoms listed below?

- |                                |   |  |                               |
|--------------------------------|---|--|-------------------------------|
| <input type="checkbox"/> COUGH | <input type="checkbox"/> High temperature | <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> NONE |
|--------------------------------|---|--|-------------------------------|

Which CITY(ies) are you intending to travel to before entering Congo (DRC)?

.....  
.....

Date: ..... Passport No.....

Full name: .....

Signature: .....

COMPANY LETTERHEAD

Embassy of the Democratic Republic of The Congo  
45 Great Portland Street  
London  
W1W 7LD

DATE

Dear Sir/Madam

This letter is to confirm (NAME OF EMPLOYEE) will be travelling to The Democratic Republic of Congo and will require a (1 / 2 / 3 / 6) month business entry visa.

(NAME OF EMPLOYEE) has been employed by (NAME OF UK COMPANY) as a (EMPLOYED POSITION/TITLE) since (DATE OF EMPLOYMENT).

(NAME OF EMPLOYEE) is planning on visiting (NAME OF COMPANY IN DRC) for business purposes starting on the (DATE OF ENTRY) until the (DATE OF EXIT).

(NAME OF UK COMPANY) accepts full financial responsibility for (NAME OF EMPLOYEE) during their stay in DRC.

Please feel free to contact me on (UK COMPANY TEL NO) if you have any questions or wish to clarify the above.

Yours faithfully,

(SIGNATORY NAME AND JOB TITLE – MANAGERIAL POSITION OR HIGHER)