



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **CONGO (BRAZZAVILLE) BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - has to have two blank adjacent visa pages.
  - Must be valid 6 months after the date of entry in Congo.
- Visa Application Form
  - Must be printed double sided.
  - You will find this in our document pack.
- Photograph
  - One recent passport sized photograph.
- Support Letter From Employer
  - Full names of employee, his/her nationality and passport number.
  - Job title, purpose of travel, length of Visa required and date arrival in Congo-Brazzaville/Pointe Noire.
  - Full address and contact name of company in Congo-Brazzaville
  - The employer's full responsibilities of the employee, including repatriation in case of emergency
  - The letter must include the following:
- Letter of Invitation (copy)
  - An official letter from Congo-Brazzaville. It must be stamped by the DGST (local Town Hall) in Congo.
  - Must include the address of the host, include financial responsibility and purpose of the trip.
  - Also include an additional copy.
- Flight or Travel itinerary
- Yellow Fever Certificate
  - Has to be supplied if the applicant has been travelling to an infected country, a copy is sufficient.
- Hotel Reservation
  - Or supply a Certificat d'Hebergement/Lodging Certificate (Must be countersigned by the (DGST)
- Important Information:
  - A copy of the invite must be taken with the applicant into Congo, even though the visa is in the passport.
  - The Embassy does not need to see proof of UK Residence.
  - The Next day service may actually take one extra day to issue.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	Congo (Brazzaville) Business	Standard	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE