

# **ORDER FORM**

## **(Police Clearance Certificate from LATVIA)**

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Previous Name(s)** \_\_\_\_\_

**Place of Birth:** \_\_\_\_\_

**Please, provide me with Police clearance certificate from Latvia.**

**I am sending/providing you with the following documents/information:**

1. Copy of the main page of my current valid passport
2. Periods and places of stay while in Latvia (pls., write here): \_\_\_\_\_
3. Payment – Certified Cheque, Money Order or Credit Card Authorization Form (if paying by credit card.

**OUR MAILING ADDRESS: - >**

We recommend to use FedEx, UPS, DHL, Purolator

**RCTC Corp. (VisaCenter.ca)**  
**1000 Finch Ave. West, Suite 900**  
**Toronto, ON, M3J 2V5**  
**Canada**

**Toll-Free: 1-866-334-0811**

RCTC Corp. (Visacenter.ca)  
1000 Finch Ave West, Suite 900  
Toronto, ON, M3J 2V5  
Ph: 1-866-334-0811  
Fax: 416-352-1794  
info@visacenter.ca

**1. Please provide your contact information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Delivery of the certificate back to you:**

- I will pick up my certificate from your office
- Use my pre-paid courier. Self-addressed waybill & envelope attached (FedEx, DHL, UPS)
- Courier my certificate to me (\$25 – to Canada; \$45 – to US; \$100 - International).

Receiver Name: \_\_\_\_\_

Street address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State \_\_\_\_\_ PCode/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**3. Payment**

Service cost: \$ \_\_\_\_\_ +Courier \$ \_\_\_\_\_ +13%HST \$ \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Method of Payment :**

I enclose certified cheque/money order made out to "RCTC Corp."

Charge my credit card

Visa

MasterCard

AMEX

CCard Number: \_\_\_\_\_ Exp. Date (mm/yyyy): \_\_\_\_/\_\_\_\_

CCard Billing Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Terms and Conditions:** By using the services of RCTC Corp. I authorize the company to handle my personal information and to hand over such information to a foreign diplomatic mission in Canada or the USA as well as to foreign government organizations for the purpose of acquiring police clearance certificate. By using the services of RCTC Corp I am accepting in whole the following terms and conditions and limitations: RCTC Corp. cannot and does not guarantee a certificate will be issued, as this is the sole prerogative of the foreign government. RCTC Corp. has no liability for late delivery of certificate, and RCTC Corp. does not bear any financial, legal or other obligations whatsoever for client purchases, down payments, bookings or any kind of arrangements that were done prior to the issuance of certificate or that may be affected by processing times or denial of issuance. Likewise, RCTC Corp. does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of certificates; for losses resulting from, and does not compensate for expenses arising from the above. RCTC Corp. will charge \$100.00 per ordered certificate for cancelled orders. *I understand and fully accept the abovementioned.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_