



Operated by RCTC Corporation

1000 Finch Ave West, Suite 900  
Toronto, ON, M3J 2V5  
Ph: 1-866-334-0811  
Fax: 416-352-1794

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

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

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**2. Returning documents**

- FedEx Priority Overnight (\$25 to Canada; \$35 to continental US)
- Use my pre-paid courier. Self-address waybill & envelope are attached (FedEx, DHL, Purolator & UPS only)
- I will pick up my passport from your office

Name : \_\_\_\_\_ Street address : \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Suite : \_\_\_\_\_

City : \_\_\_\_\_

Prov/State : \_\_ Postal Code/Zip: \_\_\_\_\_

**3. Payment**

Service cost \$ \_\_\_\_\_ + 5% GST \$ \_\_\_\_\_ + Courier \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

**Method of Payment :**

- I enclose a certified cheque / money order made out to "RCTC Corporation"
- Charge my credit card (Charges on your statement will appear as "RCTC Corporation")

**I authorize RCTC Corp to charge my card the above TOTAL amount.**

\_\_\_\_\_ signature here

- Visa
- MasterCard
- AMEX

Card Number:

Exp. Date (mm/yy):

\_\_\_\_\_

\_\_ / \_\_\_\_

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

street address

Cardholder Signature:

\_\_\_\_\_ city state/province zip/postal code

\_\_\_\_\_

**4. Terms and Conditions:**

By using the services of RCTC Corp., I authorize the company to handle my personal information and my passport and to hand over such passport and information to a foreign diplomatic mission in Canada or the USA for the purpose of acquiring a visa. 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 visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. RCTC Corp. is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of the courier. RCTC Corp. is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and RCTC Corp. does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or that may be affected by processing times or denial of visa. Likewise, RCTC Corp. does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. RCTC Corp. will charge \$50.00 per passport for cancelled visa applications. **I understand and fully accept the abovementioned.**

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

Major credit cards accepted





**FORMULARIO SOLICITUD DE VISA -VISA APPLICATION FORM**

**Favor completar con datos y marcar con (x) donde corresponda.**  
 Please complete and check where appropriate (x)

**ACTIVIDAD A DESARROLLAR EN COLOMBIA**  
 (ACTIVITY TO BE CARRIED OUT IN COLOMBIA)

**USO OFICIAL (OFFICIAL USE ONLY)**  
 RADICACION No. : \_\_\_\_\_  
 FECHA: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Mes                      Día                      Año  
 Funcionario Consular: (Nombre completo)

/ \_\_\_\_\_ / / \_\_\_\_\_ /  
**APELLIDO (SURNAME- FAMILY NAME)**                      **OTROS APELLIDOS (MAIDEN NAME)**

/ \_\_\_\_\_ /                      **MM** \_\_\_\_\_ / **DD** \_\_\_\_\_ / **AY** \_\_\_\_\_  
**NOMBRES (GIVEN NAME)**                      **FECHA DE NACIMIENTO (DATE OF BIRTH)**

/ \_\_\_\_\_ /                      / \_\_\_\_\_ /  
**PAIS DE NACIMIENTO (PLACE OF BIRTH - COUNTRY)**                      **NACIONALIDAD (NATIONALITY )**

**ESTADO CIVIL:**    **SOLTERO**     **CASADO**     **VIUDO**     **UNION LIBRE**     **DIVORCIADO**   
 (MARITAL STATUS)    SINGLE                      MARRIED                      WIDOW                      COMMON LAW                      DIVORCED

**Otro/Other**  **Explique (Explain)** \_\_\_\_\_

**NUMERO DE PASAPORTE (PASSPORT NUMBER)** \_\_\_\_\_                      **SEXO (SEX)** M     F

**POSEE OTRAS NACIONALIDADES O PASAPORTES? (DO YOU HAVE OTHER NATIONALITES AND/OR PASSPORTS?)** NO     SI (YES)

**EXPLIQUE (EXPLAIN)** \_\_\_\_\_

**NUMERO DE TARJETA DE EXTRANJERIA (COLOMBIAN CITIZENS ONLY)** \_\_\_\_\_ O (OR)

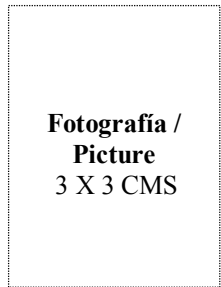
**NUMERO DE CEDULA DE EXTRANJERIA (COLOMBIAN CITIZENS ONLY)** \_\_\_\_\_

/ \_\_\_\_\_ /                      / \_\_\_\_\_ /                      / \_\_\_\_\_ /  
**PROFESION (PROFESSION)**                      **Y/U (AND/OR) OFICIO (OCCUPATION)**                      **ENTIDAD RESPONSABLE (COMPANY RESPONSIBLE)**

/ \_\_\_\_\_ /                      / \_\_\_\_\_ /                      / \_\_\_\_\_ /  
**DIRECCION ACTUAL (ADDRESS IN CANADA)**                      **CIUDAD (CITY AND PROVINCE)**                      **PAIS (COUNTRY )**

**TELEFONOS (PHONE NUMBERS IN CANADA) CASA (HOME):** \_\_\_\_\_                      **OFICINA (OFFICE):** \_\_\_\_\_

/ \_\_\_\_\_ /                      / \_\_\_\_\_ /  
**DIRECCION PREVISTA EN COLOMBIA (ADDRESS IN COLOMBIA)**                      **FECHAS DE VIAJE (DATES OF TRIP)**



**NO ESCRIBA EN ESTE ESPACIO - USO OFICIAL (OFFICIAL USE ONLY)**

No. Visa \_\_\_\_\_ Fecha de Expedición M \_\_\_\_\_ /D \_\_\_\_\_ /A \_\_\_\_\_

Clase \_\_\_\_\_ Categoría Código \_\_\_\_\_

Ocupación \_\_\_\_\_ ESTUDIADA POR (Nombre completo)

Entidad: \_\_\_\_\_

Vigencia \_\_\_\_\_ Entradas \_\_\_\_\_

Autorización No. \_\_\_\_\_ FECHA: M \_\_\_\_\_ /D \_\_\_\_\_ /A \_\_\_\_\_

Derechos US\$ / \_\_\_\_\_ /

APROBADA POR

**INFORMACION SOLICITUD DE VISAS PREVIAS. HA SOLICITADO VISA PARA COLOMBIA** SI (YES)  NO   
INFORMATION ABOUT PAST VISA APPLICATIONS (COMPLETE ONLY IF YOU HAVE APPLIED FOR A COLOMBIAN VISA IN THE PAST)

¿LE HA SIDO NEGADA ALGUNA SOLICITUD? SI  NO   
HAS A VISA BEEN DENIED TO YOU BEFORE? YES  NO

¿LE HA SIDO CANCELADA ALGUNA VISA? SI  NO   
HAS A VISA BEEN CANCELED BEFORE? YES  NO

**TIPO DE VISA NEGADA O CANCELADA** \_\_\_\_\_  
TYPE OF VISA DENIED OR CANCELLED

**FECHA** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DATE MM DD A/Y

**VISA ANTERIOR** \_\_\_\_\_ **NUMERO** \_\_\_\_\_  
PREVIOUS VISA NUMBER

**FECHA** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DATE MM DD A/Y

**LUGAR DE EXPEDICION** \_\_\_\_\_  
CITY WHERE VISA WAS ISSUED

**POR FAVOR LEA Y MARQUE DEBIDAMENTE CADA UNA DE LAS SIGUIENTES PREGUNTAS:**  
READ AND ANSWER EACH OF THE FOLLOWING QUESTIONS:

¿ALGUNA VEZ FUE EXPULSADO  O DEPORTADO  DEL PAIS? SI  NO   
HAVE YOU EVER BEEN EXPELLED OR DEPORTED FROM COLOMBIA? (Yes)

¿HA TENIDO O TIENE PROCESOS PENALES EN SU CONTRA? EXPLIQUE SI  NO   
DO YOU HAVE CRIMINAL RECORDS? EXPLAIN (Yes)

¿HA PERMANECIDO EN ALGUNA OPORTUNIDAD EN COLOMBIA SIN VISA QUE LO AUTORICE? SI  NO   
HAVE YOU EVER BEEN IN COLOMBIA WITHOUT AN AUTHORIZED VISA? (Yes)

¿PADECE ENFERMEDADES INFECTOCONTAGIOSA O MENTAL? SI  NO   
DO YOU SUFFER ANY INFECTIOUS AND CONTAGIOUS ILLNESS OR MENTAL DISORDER? (Yes)  
**ESPECIFIQUE** \_\_\_\_\_  
SPECIFY

**RESIDE ALGUN FAMILAR SUYO EN COLOMBIA?( INDIQUE PARENTESCO Y CLASE DE VISA DEL FAMILIAR)**  
DO YOU HAVE ANY RELATIVE RESIDING IN COLOMBIA (LIST NAMES, RELATIONSHIP AND VISA): \_\_\_\_\_  
\_\_\_\_\_

**HE LEIDO Y COMPRENDIDO LAS PREGUNTAS DE LA PRESENTE SOLICITUD Y LAS RESPUESTAS SON CIERTAS. ENTIENDO QUE CUALQUIER INEXACTITUD RESPUESTA FALSA O TERGIVERSADA EN ESTE DOCUMENTO, O LA PRESENTACION DE DOCUMENTOS FALSOS O INEXACTOS CONducEN AL RECHAZO DE LA SOLICITUD, LA DENEGACION O CANCELACION DE LA VISA.**  
I HAVE READ AND UNDERSTAND THE ABOVE QUESTIONS. I HAVE STATED THE TRUTH. I UNDERSTAND THAT ANY FALSE INFORMATION AND/OR FALSE DOCUMENTS PRESENTED IN THIS APPLICATION WILL LEAD TO INVALIDATE, DENIAL OR CANCELLATION OF THE VISA.

**FECHA DE LA SOLICITUD** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
APPLICATION DATE MM DD A/Y

**X** \_\_\_\_\_  
FIRMA del extranjero solicitante de la visa/ APPLICANT SIGNATURE

**NUMERO DE PASAPORTE /PASSPORT No** \_\_\_\_\_

**NO ESCRIBA EN ESTE ESPACIO - USO OFICIAL (OFFICIAL USE ONLY)**  
**OBSERVACIONES Y CONCEPTO DEL FUNCIONARIO CONSULAR SEGÚN EL CASO:**

EMITIDO POR \_\_\_\_\_

V. BO. DE QUIEN APRUEBA \_\_\_\_\_

## CHECK-LIST (Columbia Visa)

- Valid passport (Valid at least for 3 months with min. 1 empty page).
- Completely filled out **application form**. Please fill out the application and **sign** before sending.
- Three (3) recent photos (30mm x 40mm) against white background.
- Proof of valid resident status in Canada
- if you travel for business:
  - a) Letter from the employer, stating the purpose of the trip
  - b) Copy of the Incorporation Certificate of the company
  - c) Return ticket copy
- if you travel as a tourist:
  - a) Originals of bank statements for last 3 months
  - b) Return ticket copy
- prepaid **FedEx/UPS/DHL/Purolator** envelope if you need your passport couriered back to you. Alternatively, add \$25 to the total price for courier delivery within Canada or \$35 for US
- Payment: request to charge your credit card, or certified cheque, or money order payable to **RCTC Corp** for the specified amount, depending on visa type and delivery.
- Filled-out and signed informational sheet and credit card authorization (if paying by credit card)
- Check-List

### **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**