



A division of 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



