

## MANDATORY ORDER FORM

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

### SECTION 1. CONTACT INFORMATION

<b>NAME</b>	<input type="text"/>	<b>TELEPHONE</b>	<input type="text"/>
<b>E-MAIL</b>	<input type="text"/>	E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice	

### SECTION 2. TYPE OF VISA TO BE PROCESSED (COMPLETE MULTIPLE LINES IF APPLYING FOR MORE THAN ONE VISA)

<b>VISA 1</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/> +
<b>VISA 2</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/> +
<b>VISA 3</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/> =

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

**TOTAL VISA COST**

### SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

- ☐ **PICK-UP AT OFFICE - \$0**
- ☐ **PRE-PAID - \$0** RETURN ADDRESS: (IF PAYING FOR RETURN)
- ☐ **FEDEX OVERNIGHT US - \$30** ADD \$20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE
- ☐ **FEDEX OVERNIGHT CAN - \$50**
- ☐ **INTERNATIONAL - \$110+** SOME RURAL LOCATIONS COST MORE

**Absolute latest date by which you must have your documents returned to you**

#### RETURN SHIPPING

**TOTAL RETURN COST**

  
RECIPIENT'S NAME

<input type="text"/> <small>ADDRESS</small>		
<input type="text"/> <small>CITY</small>	<input type="text"/> <small>COUNTRY</small>	<input type="text"/> <small>POST CODE</small>

  
THIRD PARTY PICKUP: PROVIDE NAME

### SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS

**PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.**

**GRAND TOTAL AMOUNT**

ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL

By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center 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 what may be affected by processing times or denial of visa. Visa Center 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. Visa Center will charge \$50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

**SIGNATURE**

**CURRENT DATE**

ADD TOTAL VISA COST TO TOTAL RETURN COST

# SMS (Text) Notifications Application Form

<b>Last Name</b>	
<b>First Name</b>	
<b>Cell Phone Number</b>	
<b>Name of the provider (Bell, Rogers, etc.)</b>	

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND E-MAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email [info@visacenter.ca](mailto:info@visacenter.ca).**

## Disclaimer and Terms and Conditions

1. The Short Messaging Service ('SMS') provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant 's mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant's mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person's mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant 's confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at [www.VisaCenter.ca](http://www.VisaCenter.ca) . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant's mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

I have read and understood the Disclaimer and the terms and conditions contained therein and agree to abide by the same.

**Signature of the Visa Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

## **REGISTRATION WITH US EMBASSIES**

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

### **What is the registration?**

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

**OFFICIAL REGISTRATION IS RECOMMENDED** for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

### **What should I do to register?**

To register, you are required to fill-out short US Embassy Registration Request Form with your basic contact and travel information.

### **What is the cost?**

The cost of **peace of mind** is just USD10.00 per person.

☐ *Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registration service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.*

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

### **Next step:**

→ Please, fill-out the following US Embassy Registration Request Form

# US EMBASSY REGISTRATION REQUEST FORM

## BASIC INFORMATION

FIRST NAME   
LAST NAME   
DATE OF BIRTH    GENDER ☐ M / ☐ F  
MONTH DAY YEAR  
CITIZENSHIP

## PASSPORT

PASSPORT NUMBER   
PASSPORT DATE OF ISSUE     
MONTH DAY YEAR  
PASSPORT DATE OF EXPIRATION     
MONTH DAY YEAR

## HOME RESIDENCE

ADDRESS 1   
ADDRESS 2   
CITY  STATE   
ZIP CODE  CONTACT EMAIL ADDRESS

## DESTINATION INFORMATION

COUNTRY   
PURPOSE OF VISIT   
DESTINATION DATE OF ARRIVAL     
MONTH DAY YEAR  
DESTINATION DATE OF DEPARTURE     
MONTH DAY YEAR  
TYPE of RESIDENCE ☐ HOTEL ☐ HOME ☐ SCHOOL ☐ OTHER  
ADDRESS at DESTINATION   
 CITY   
PHONE NUMBER AT DESTINATION

*Note: If you have more than one destination please, provide details on a separate sheet of paper.*

DATE:     
MONTH DAY YEAR

SIGNATURE:

## Papua New Guinea Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	10 days
Tourist Single entry up to 180 days	\$ 105.00
Business Multiple entry up to 1 year	\$ 336.25
Business Single entry up to 180 days	\$ 336.25

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added.

## INCLUDE THE FOLLOWING DOCUMENTS:

### Papua New Guinea Visa Requirements

- Original, signed United States passport with at least 6 months of remaining validity.
- Passport-type photograph: 1
- Filled out and signed Papua New Guinea (PNG) visa application form.
- Personal Letter. A personal letter from the applicant addressed to the Embassy of Papua New Guinea, explaining the purpose of the trip, dates of travel, cities to be visited, and place of accommodation.
- Persons with dual citizenship, one of which is US, must apply with their US passports only. Applicants with other than US passports must provide the copy of the document confirming their current resident status in USA
- Return flight reservation. [Get it now at - WWW.FLIGHTBOOKINGFORVISA.COM](http://WWW.FLIGHTBOOKINGFORVISA.COM)
- **NOTE:** Want to check if you prepared your PNG visa application documents correctly? Click on the following link: [http://www.visacenter.us/pdfdocs/visa\\_pre-screen\\_service\\_form.pdf](http://www.visacenter.us/pdfdocs/visa_pre-screen_service_form.pdf) and send us your file for quick evaluation.

### Papua New Guinea Business Visa Requirements (additionally to the requirements above)

- Business Letter. A business letter from the sending company in the US. The letter should be printed on the company letterhead stationery, addressed to "The Consulate of Papua New Guinea, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines: ? Briefly introduce the applicant (please specify employment status/position held in the company by applicant). ? State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Papua New Guinea. ? Specify the type and desired validity of the visa (ie. a one year multiple entry business visa). ? Guarantee of sufficient funds for travel.
- Business Invitation. A business invitation letter from the sponsoring company in Papua New Guinea. The letter should be printed on company letterhead stationery, addressed to "The Consulate of Papua New Guinea, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines: ? Briefly introduce the applicant (please specify employment status/position held in the company by applicant). ? State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in

Papua New Guinea. ? Specify the type and desired validity of the visa (ie. a one year multiple entry business visa).



Department of Foreign Affairs  
and Trade

APPLICATION FOR ENTRY PERMIT

INSTRUCTIONS

1. Please read the notes on the rear of this form before completing the form.
2. A separate form is required for each person seeking entry to PNG who is travelling on their own passport. Where the application is in respect of a child under 16 years of age, both parents must sign the application.
3. Please write legibly or use a typewriter and answer all questions as fully as possible.
4. The completed form and the applicant's passport should be sent to one of the addresses on the reverse of this form.

OFFICE USE ONLY

Date Received:     /     /     By: \_\_\_\_\_

File No: \_\_\_\_\_ Group: \_\_\_\_\_

Receipt: \_\_\_\_\_ ICD Clear:     /     /

EPIS Registered on:     /     /

Decision: \_\_\_\_\_ /     /

Applicant Notified on:     /     /

TICK THE PURPOSE AND CIRCLE A DESCRIPTION OF YOUR VISIT TO PNG:

☐ Visitor

Tourist - Tour Package     Journalist  
Tourist - Own Itinerary     Yachtsperson  
Visiting Relative

☐ Business

Short-term Multiple Entry

☐ Entertainer

Commerical:  
Film-maker     Comedian     Musician  
Charity:  
Gospel Group     Cultural Exchange

☐ Working Resident

Businessperson/Investor  
Employment  
Working Dependant

☐ Student

Formal Education

☐ Special Exemption

Foreign Official  
Aid Worker/Volunteer  
Film-maker (Non-commercial)  
Emergency Relief Worker  
Medical

Short-term Employment  
Consultant/Specialist  
Dependant of Citizen

Occupational Trainee

Melanesian Spearhead  
Diplomat  
Researcher/Academic  
Religious Worker  
Sportsperson  
Domestic Worker

☐ Accompanying another applicant as a dependant on my own passport

HOW LONG DO YOU WISH TO STAY IN PNG:

Days:

or

Months:

or

Years:

PERSONAL DETAILS:

Family Name

Given Names

Date of Birth

Day

Month

Year

Sex

☐ Male

☐ Female

Marital Status

☐ Never Married

☐ Widowed

☐ Married

☐ Divorced

☐ De facto

Country of Birth

Nationality

Passport Number

Expiry Date

Day

Month

Year

Occupation

Passport Issue Date

Day

Month

Year

Passport Issuing Place

Passport Issuing Authority

TRAVEL ARRANGEMENTS:

Name of Vessel/Flight

Departure to PNG

Port:

Date:

Day

Month

Year

Arrival in PNG

Port:

Date:

Day

Month

Year

**For entry for the purposes of employment:**

Please attach copies of the following documents:

- ☐ A letter of offer of employment from your PNG sponsor.
- ☐ The letter of approval of your work permit, including the work permit number, position number and expiry date.
- ☐ A certificate of good health from a registered doctor, a recent chest X-ray, and the results of a recent HIV test.
- ☐ A statement of your good character from your local police authorities.

**For all other types of entry:**

How will you be funding your stay in PNG?

- ☐ Salary
- ☐ Company sponsor
- ☐ Own funds
- ☐ Family

If you have ever changed your name, are known by an alias, or own another passport, please provide details:

**PREVIOUS NAME/ALIAS DETAILS:**

Family Name	Given Names	Date of Birth	Sex	Marital Status

**OTHER PASSPORTS:**

Country of Issue	Passport Number	Passport Expiry Date

**ORGANISATIONAL SPONSOR:**

Organisation Name	Agent	
Contact Address Number and Street		
Suburb/Town	State/Province	Postcode
Country	Business Telephone	Facsimile
	( )	( )

Have you visited PNG before: ☐ Yes ☐ No

If yes, please give details of your last visit

Date	Purpose of visit	Duration of visit	Address during stay
<div>Day      Month      Year</div>			

Have you been convicted of a criminal offence: ☐ Yes ☐ No

If yes, please give details of the date, nature of offence, place of conviction and the penalty imposed.

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Have you been deported from, or refused entry to Papua New Guinea, or any other country: ☐ Yes ☐ No

If yes, please give details.

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Have you been a patient in a mental home/institution, or do you suffer from a disease which may constitute a health risk to Papua New Guinea: ☐ Yes ☐ No

If yes, please give details.

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**ADDRESSES:**

**RESIDENTIAL:**

Number and Street

Suburb/Town

State/Province

Postcode

Country

Home Telephone

Business Telephone

**PNG:**

Number and Street

Town/Village

Province

Postal Address

Home Telephone

Business Telephone

**EMERGENCY CONTACT:**

Family name

Given Names

Relationship to Applicant

Contact Address Number and Street

Suburb/Town

State/Province

Postcode

Country

Home Telephone

Business Telephone

**DECLARATION:**

By signing this form, I,..... declare that the information provided on the form is true and correct, and that I have disclosed all information that may be relevant to determining whether I should be granted an entry permit to travel to and stay in Papua New Guinea.

**PHOTOGRAPH**

Signature of Applicant/Parents/Guardian

Date:     /     /

**PLEASE READ THESE NOTES CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.**

**GENERAL:**

Papua New Guinea welcomes tourists and visitors. Our country is a rapidly developing country and has great need of skilled people to help in its development. This country has its own immigration and labour legislation, the administration of which is the responsibility of the Ministers of the Papua New Guinea National Parliament.

All persons entering Papua New Guinea must have a valid permit and passport to enter. Permits are issued only for the purpose and period stated in the application.

The main conditions for issue of permits that are common to all applicants are that they must have accommodation available, be not adversely recorded from a security point of view, be of good character, and be physically and mentally healthy.

An entry permit may be cancelled at any time.

**TOURISTS/VISITORS**

Tourists and visitors can obtain entry permits for up to two months, provided they satisfy the general conditions mentioned above and

- (a) have a return or onward airline ticket to a destination beyond Papua New Guinea and authority to enter therein;
- (b) have funds to maintain themselves (K300.00 a month) or will be maintained by relatives;
- (c) they do not engage in any form of employment whether paid or unpaid; and,
- (d) any other conditions that may be imposed on arrival.

**OTHER NON-WORKING ENTRANTS**

Persons entering for entertainment, research, filming, journalism, aid or religious purposes must state the

purpose of their visit when lodging the request for an entry permit. This statement must be supported, in writing, by a sponsor in PNG.

**ENTRY FOR EMPLOYMENT**

Papua New Guinea regulates entry of immigrants seeking employment in the country.

Under the *Employment (Training and Regulations) Act 1971*, which is administered by the Department of Labour and Employment, an immigrant cannot engage in any form of employment whether paid or unpaid, unless prior approval is given by the Department of Labour and Employment to the prospective employer, upon written request.

An immigrant who is employed or accepts employment without approval by the Department of Labour and Employment, becomes a prohibited immigrant and is liable for prosecution and deportation. Regular inspections are carried out by inspectors under the Act in Papua New Guinea to ensure these requirements are observed.

**WARNING:**

Persons who do not observe the following requirements are liable to heavy penalties under Papua New Guinea Immigration Law.

- 1) Entry permit holders must ensure that they always have a valid permit and passport. Holders of expired or cancelled entry permits are prohibited immigrants and may be deported.
- 2) The *Migration Act 1976* lays down penalties for persons who deliver or otherwise furnish for official purposes of the government, documents containing information or statements that are false or misleading.

**ADDRESSES:**

**AUSTRALIA:** *Queensland:*  
Papua New Guinea Consulate  
15 Lake Street  
PO Box 8114  
CAIRNS QLD 4870

*OR:*  
PNG Consulate General  
99 Creek Street  
PO Box 220  
BRISBANE QLD 4001

*Australian Capital Territory:*  
PNG High Commission  
39-41 Forster Crescent  
PO Box E 432  
PARKES ACT 2600

*New South Wales and all other States:*  
PNG Consulate General  
100 Clarence Street  
PO Box 4201  
SYDNEY NSW 2001

**NEW ZEALAND:**  
PNG High Commission  
279 Willis Street  
PO Box 197  
WELLINGTON

**JAPAN:**  
Papua New Guinea Embassy  
Mita Kokusai Building 3F 313  
4-28 Mita 1-Chome  
TOKYO

**THE PHILIPPINES:**  
Papua New Guinea Embassy  
280 Magnolia Street  
Dasmariñas Village  
MAKATI METRO MANILA

**SOLOMON ISLANDS:**  
Papua New Guinea High Commission  
PO Box 1109  
HONIARA

**FIJI:**  
Papua New Guinea Embassy  
PO Box 2447  
SUVA

**UNITED KINGDOM:**  
Papua New Guinea High Commission  
14 Waterloo Place  
LONDON SW1R 4AR

**EUROPEAN COMMUNITY:**  
Papua New Guinea Embassy  
Avenue De Tervuren, 430  
1150 BRUSSELS

**SINGAPORE:**  
Papua New Guinea High Commission  
300 Beach Road #31-05  
The Concourse  
SINGAPORE 0719

**USA:**  
Papua New Guinea Embassy  
1615 New Hampshire Avenue  
Suite 300  
WASHINGTON DC 20009

**INDONESIA:**  
Papua New Guinea Embassy  
Panin Bank Centre, 6th Floor  
Jalan Jendral Sudirman 1  
JAKARTA 10270

**MALAYSIA:**  
Papua New Guinea High Commission  
No. 5 Jalan U Thant  
55000 KUALA LUMPUR

**ALL OTHER COUNTRIES:**  
The nearest Australian  
Diplomatic Mission