



### Traveler data / Angaben zum Reisenden

<b>Country to Visit/Reiseland *</b>	<b>Numbre of Entries/Anzahl Einreisen *</b>	<b>Business - Tourist - Technical *</b>
.....	.....	.....
<b>Last Name/Nachname *</b>	<b>First Name/Vorname *</b>	<b>Nationality *</b>
.....	.....	.....
<b>Email *</b>	<b>Phone / Telefon *</b>	
.....	.....	

### Assistant data / Angaben AssistentIn

<b>Last Name/Nachname</b>	<b>First Name/Vorname</b>	
.....	.....	
<b>Email</b>	<b>Phone / Telefon</b>	<b>Cell phone/Handy</b>
.....	.....	.....

### Billing address / Rechnungsadresse

<b>Company / Firmenname *</b>	<b>Attention of / z.Hd. *</b>
.....	.....
<b>Exact address / Genaue Adresse *</b>	
.....	
.....	
<b>PO-Number/Cost Center/Auftragsnummer/Kostenstelle</b>	
.....	

### Passport return address / Rückversandadr. Pass

<b>Company / Firmenname</b>	<b>Attention of / z.Hd.</b>
.....	.....
<b>Exact address / Genaue Adresse</b>	
.....	
.....	
<b>Return address for passport/Rücksendung Pass *</b>	
<input type="radio"/> Send Passport to Billing address/Passversand wie Rechnungsadresse	

*For administrative reasons we require credit card payment for private persons.  
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

**Payment/Zahlung \***

Invoice/Rechnung

Credit Card

**Credit Card Number with Expiry Date MM/YY**

Number ..... Expiry Date .....

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

### Required Shipping / Gewünschte Versandart:

- Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00
- DHL Courier Standard next working day (Monday-Friday) - CHF 18,50
- Courier SAME DAY - price on request

- Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00
- DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50
- Courier international - price on request



# Consular Service Fly

## Visa and Consular Service Bern - Geneva

### Required documents: **Nigeria - Business**

**Validity of Visa:**

90 days - 1 year

**Max. Duration of stay:**

90 days

**Permitted entries:**

1x/multiple

- Our Visa Request Form
- Application form      Online application form - must be filled out by the applicant. (Link online application form).  
  
    -> Link online application form      <https://www.innovate1services.com/cms/services>
- Original passport, valid at least 6 months beyond return date
- Scan of first passport double page
- If non-Swiss - Copy Swiss residence permit B, C or G
- 2 passport photos 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Copies of all visas in passport issued by the selected travel country (also from the previous passport)
- Flight ticket
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - Important: Including the acceptance of full responsibility for the duration of the stay. - required language: english

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.  
We are not liable for any delay or loss of documents posted on time.*

• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://www.consular-service.ch) •

**Office Bern**

Postadresse: Postfach 9008, 3001 Bern  
Domizil: Murtenstrasse 114, 3202 Frauenkappelen  
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

**Office Genève**

Adresse postale: Case postale 1345, 1211 Genève 1  
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



# Consular Service Fly

## Visa and Consular Service Bern - Geneva

- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: english
- Trade register excerpt: Excerpt inviting company
- For Visa required vaccination certificate: Yellow fever vaccination

**Submission procedure: The application/passport will be submitted and collected by us. The applicant is only required to appear in person when applying for a visa for the first time. Send us all necessary documents by registered mail to our P.O. Box address.**

Processing time standard application    1 working week

Processing time express application    not available

Processing time urgent application    not available

**Comment/Remarks**

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