



### Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland \*

Number of Entries/Anzahl Einreisen \*

Business - Tourist - Technical \*

Last Name/Nachname \*

First Name/Vorname \*

Nationality \*

Email \*

Phone / Telefon \*

### Assistant data / Angaben AssistentIn

Last Name/Nachname

First Name/Vorname

Email

Phone / Telefon

Cell phone/Handy

### Billing address / Rechnungsadresse

Company / Firmenname \*

Attention of / z.Hd. \*

Exact address / Genaue Adresse \*

PO-Number/Cost Center/Auftragsnummer/Kostenstelle

### Passport return address / Rückversandadr. Pass

Company / Firmenname

Attention of / z.Hd.

Exact address / Genaue Adresse

Return address for passport/Rücksendung Pass \*

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

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### Required documents: Ireland - Visitor Tourist/Business

**Validity of Visa:**

90 days

**Max. Duration of stay:**

90 days

**Permitted entries:**

1x

- 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.visas.inis.gov.ie/AVATS/OnlineHome2.aspx>
- Original passport, valid at least 6 months beyond return date
- 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 issued in the passport
- Hotel reservation for the entire stay
- Invitation letter: With company stamp, signature, indication of place of activity - In original for all visa types and entries - required language: english
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - 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.*

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• [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

- Copy of family register
- Copy of marriage certificate
- Additional documents: Explanation Letter with reason of travel to Ireland, Dates of planned arrival and exit, Name and addresses of currently in Ireland/EU/Switzerland living family members Must include following commitment and originally signed: • Obey the conditions of your visa in full • Not rely on public services (eg public hospitals) or become a burden on the State • Leave Ireland before your immigration permission expires
- Additional documents 2: Copy of rental apartment in Switzerland (proof to leave Ireland after Visa expiry)
- Additional documents 3: Certificate of insurance to bring along when entering Ireland.

**Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.**

Processing time standard application 2 - 8 weeks

Processing time express application not available

Processing time urgent application not available

### **Comment/Remarks**

Documents required may vary depending on applicant's nationality/purpose of travel

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