



Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland *	Numbre 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 *	
<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: **USA - Checklist BEFORE your embassy appointment - B1, B2, B1/B2, L with embassy appointment**

Validity of Visa:
5-10 years

Max. Duration of stay:
180 days

Permitted entries:
multiple

- Our Visa Request Form
- Online application form - must be filled out by the applicant. (Link online application form).

-> Link online application form <https://ceac.state.gov/GenNIV/Default.aspx>
DS-160
- Scan of passport, valid until travel return date, good quality, colored
- If non-Swiss - Copy Swiss residence permit B, C or G
- Digital passport photo (jpg) - good quality, colored, white background, not older than 4 months
- Completed power of attorney form for passport collection
- Additional documents: Form "Additional questions for visa B1/B2"
- Additional documents 2: Confirmation email of online submission (with number starting with AA00...)

Submission procedure: The applicant must generally appear in person at the visa centre/embassy. The appointment is booked by us. The passport with the issued visa will be collected by us. Send us all documents following this checklist in advance by email for verification.

Processing time standard application 5 - 7 working days

*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 • 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



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Bern - Geneva

Processing time express application not available

Processing time urgent application not available

Comment/Remarks

Do not register yourself at the embassy. We will take care of the registration and appointment booking as well as the payment of the visa fee.

We strongly point out to use EXCLUSIVELY the link given herein to fill in the online form DS-160. Never use any other links!!

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USA Visa application – Additional Questions

Please answer to the following questions

Name and Surname of Applicant:

Country of Birth:

Do you possess a passport issued by one of the following countries: Russia, Belarus, Iran, Syria, Sudan, Libya, Yemen, Somalia, Cuba? **Yes** **No**

Were you born in / have the right to obtain a passport or identity card of / are a dual national of: Iraq, Iran, Syria, Sudan, Libya, Yemen, Somalia, Cuba? **Yes** **No**

Have you traveled to, or been present in Iraq, Syria, Iran, Sudan, Libya, Somalia, Yemen or Cuba on or after March 1, 2011? **Yes** **No**

Have you ever applied for a US-Visa of the same category? **Yes** **No**

If yes – Is the visa still valid, or if expired, are you applying within 48 months of the expiration date? **Yes** **No**

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AUTHORIZATION FOR THIRD PARTY

VISA APPLICANT

- | | |
|--------------------------------|---|
| 1. Surname: | 2. First name(s): |
| 3. Date of birth: | 4. Place of birth: |
| 5. Nationality: | 6. Passport no: |
| 7. Contact No. (Tel / Mobile): | 8. E-mail address: info@consular-service.ch |
| 8. Home address: | |

I, the visa applicant, authorize the third party mentioned below

- To collect my passport
 To collect the passport(s) of my child (ren)

This authorization is valid from the date of submission of the visa application to the collection

date of the passport.

Signature:

Date:

AUTHORIZED THIRD PARTY

- | | |
|--------------------------------|--|
| 1. Surname: | 2. First name(s): |
| 3. Date of birth: | 4. Place of birth: |
| 5. Contact No. (Tel / Mobile): | 6.E-mail address: info@consular-service.ch |

Signature:

Date:.....

Are allowed to collect:

- Above the age of 18.
- Third Party Passport / ID Copy must be present