



### 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: Saudi Arabia - Business

**Validity of Visa:**  
1 year

**Max. Duration of stay:**  
90 days

**Permitted entries:**  
multiple

- Our Visa Request Form
- Application form      Application form PDF - please fill in the application form
- Scan of passport, valid at least 6 months beyond return date, good quality, colored
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: english
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - with original signature certified by Chamber of Commerce (can be certified by us upon request) - required language: english
- Trade register excerpt: Excerpt employer's company and inviting company
- Completed power of attorney form for passport collection

**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 in advance by email for verification.**

Processing time standard application    1 working week

Processing time express application    not available

Processing time urgent application    not available

### Comment/Remarks

For the appointment you will need:

- original passport
- copy of the first double page of your passport

*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

- copy of your residence permit
- colored passport photo of good quality 4.5 x 3.5 cm
- Original Swiss ID or original residence permit

From January 2024, the visa will only be sent as a PDF and will no longer be glued into the passport.

Consular Service FLY

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For more information please visit: [www.mofa.gov.sa](http://www.mofa.gov.sa)  
Please attach 2 passport size photos to this application form.  
Fill in this application form in Arabic if you hold a passport  
issued by an Arab country, and in English if otherwise.

المزيد من المعلومات الرجاء زيارة الموقع: [www.mofa.gov.sa](http://www.mofa.gov.sa)  
يرفق صورتين (٢) شمسيتان لهذا الطلب  
يعبا هذا الطلب حامل جواز سفر صادر من دولة عربية باللغة العربية

استمارة طلب تأشيرة VISA APPLICATION FORM	
Application number ( <a href="https://enjazit.com.sa">https://enjazit.com.sa</a> ) :	
رقم الطلب ( <a href="https://enjazit.com.sa">https://enjazit.com.sa</a> ) :	
1. First name:	١. الاسم الشخصي:
2. Family name:	٢. اسم العائلة:
3. Father's name:	٣. اسم الأب:
4. Mother's name:	٤. اسم الأم:
5. Nationality of Origin:	٥. الجنسية الأصلية:
6. Present Nationality:	٦. الجنسية الحالية:
7. Religion:	٧. الديانة:
8. Date of birth:	٨. تاريخ الميلاد:
9. Gender:	٩. الجنس:
MALE	FEMALE
ذكر	أنثى
10. Place of birth (city and country):	١٠. مكان الميلاد (المدينة والدولة):
11. Profession:	١١. المهنة:
12. Place of residency after birth:	١٢. مكان الإقامة بعد الولادة:
13. Permanent Address in Switzerland:	١٣. عنوان الإقامة في سويسرا:
14. Type of passport:	١٤. نوع جواز السفر:
عادي Ordinary	دبلوماسي Diplomatic
خاص Service	وثيقة سفر Travel document
15. Passport number:	١٥. رقم الجواز:
16. Date of issue:	١٦. تاريخ إصدار الجواز:
17. Place of issue:	١٧. مكان إصدار الجواز:
18. Date of expiry:	١٨. تاريخ انتهاء صلاحية الجواز:
19. Countries visited in the last 10 years:	١٩. البلدان التي سبق لك زيارتها خلال العشر سنوات الماضية:
20. Reason for travel (detailed):	٢٠. الغرض من الزيارة (بالتفصيل):
21. Date of arrival:	٢١. تاريخ الوصول:
22. Port of arrival:	٢٢. جهة الوصول:
23. Duration of stay:	٢٣. مدة الإقامة:
24. Flight N:	٢٤. رقم الرحلة:
25. Airline:	٢٥. شركة الطيران الناقلة:
26. Address in Saudi Arabia (list all if traveling to different cities):	٢٦. عنوان الإقامة في السعودية (توضح جميع عناوين الإقامة إذا كان هناك أكثر من مدينة):
27. References in Saudi Arabia:	٢٧. المرجع في السعودية:
28. References in Switzerland:	٢٨. المرجع في سويسرا:
أقر بأن المعلومات المدونة في هذه الاستمارة صحيحة وبأنني سوف ألتزم خلال إقامتي في المملكة العربية السعودية بكافة قوانينها وأنظمتها، كما أنني على علم تام بأن المواد المسكرة والعقاقير المخدرة والمطبووعات المخلسة بالأداب العامة وجميع المطبوعات الدينية والسياسية ممنوعة منعاً باتاً من دخول المملكة العربية السعودية سواء كانت للاستعمال الشخصي أو خلافه، وأن مخالفتي لذلك ولقوانين وأنظمة المملكة العربية السعودية ستعرضني للجزاء.	
I declare that all the above information is true. I will respect the customs and abide by the law in Saudi Arabia during the length of my entire stay in the Kingdom. I am informed that it is strictly forbidden to carry alcoholic drinks, religious publications of whatever nature, pornography, drugs or narcotics either for distribution or personal use. If these rules are not respected I am aware that I will be subject to the current law in the Kingdom.	
Signature:	Date:
التوقيع:	التاريخ:
Official Use 1	
Visa office reception date:	By: <input type="checkbox"/> CH letter <input type="checkbox"/> Invitation <input type="checkbox"/> Enjazit <input type="checkbox"/> Residence <input type="checkbox"/> Com. Reg.
Official Use 2	
المكتب:	تاريخ إصدار التأشيرة:
الرسوم:	نوع ورقم التأشيرة:
الموظف:	

يرجى استعمال الصفحة الخلفية في حال عدم توفر المساحات الكافية في الاستمارة  
Please use the back side of this form if more writing space is required.

# AUTHORIZATION LETTER

For Collection of Passport and/or Travel Documents from the Tasheer Visa Services Center

## TO WHOMSOEVER IT MAY CONCERN

I, Mr./ Miss/ Mrs. \_\_\_\_\_ (Applicant Name), with Enjaz No. \_\_\_\_\_ hereby authorize Mr./ Miss/ Mrs. (Authorized Representative Name), having the identification proof as mentioned below, to collect my passport and/ or travel documents from the Tasheer Visa Services Center.

Mr. / Miss / Mrs. \_\_\_\_\_ (Authorized Representative Name) will carry along with him/ her, the below documents for collection of my passport:

1. Original Invoice Cum Receipt (ICR) provided by the Visa Services Center during visa application submission.
2. Original, Signed Copy of this Authorization Letter.
3. Original Photo and Signature Identification Proof with the below details:
  - a. Identification Proof Type (Only Government Issued Photo and Signature Identity Card):

\_\_\_\_\_

b. Identification Proof Document/ Card Number: \_\_\_\_\_

Applicant Name:

Authorized Representative Name:

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature:

Authorized Representative Signature:

\_\_\_\_\_

\_\_\_\_\_

### Notes:

- For security purposes, an identity check will be conducted at the Tasheer Visa Services Center with the above-mentioned documents.
- This authorization letter is applicable for collection of the passport and/ or documents only of the Applicant Name and Enjaz No. combination mentioned above.
- In case you have applied as a Family or Group, kindly fill in the authorization letter for each member of the Family or Group.
- The Applicant signature on this Authorization Letter should be the same as available on the Invoice Cum Receipt.
- The Authorized Representative should carry the proof of identity as mentioned in this Authorization Letter.
- The Authorized Representative signature should be the same as available in the Identity Proof document mentioned above.

