



### 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

## Required documents: Cuba - Business

### Validity of Visa:

90 days

### Max. Duration of stay:

30 days

### Permitted entries:

1x

- Our Visa Request Form
- Application form PDF - please fill in the application form
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B or C
- 1 passport photo 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)
- Flight ticket
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: english/spanish
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: english/spanish

**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 1 working week

Processing time express application not available

Processing time urgent application not available

### Comment/Remarks

*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

# SOLICITUD DE VISAS VISA APPLICATION FORM

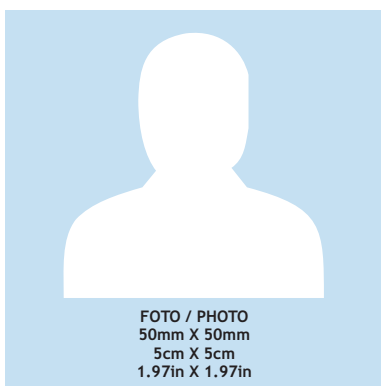


FOTO / PHOTO  
50mm X 50mm  
5cm X 5cm  
1.97in X 1.97in



NOMBRE Y APELLIDOS (tal como aparece en el pasaporte) / FULL NAME (as shown in passport)

FECHA DE NACIMIENTO / DATE OF BIRTH

PAÍS DE NACIMIENTO / COUNTRY OF BIRTH

SEXO / SEX

ESTADO CIVIL / MARITAL STATUS

No. PASAPORTE / PASSPORT No.

TIPO DE PASAPORTE / TYPE OF PASSPORT

FECHA DE EXPEDICIÓN / DATE OF ISSUE

FECHA DE VENCIMIENTO / EXPIRATION DATE

DIRECCIÓN DE RESIDENCIA / HOME ADDRESS

NÚMERO DE TELÉFONO / TELEPHONE NUMBER

PROFESIÓN U OFICIO / PRESENT OCCUPATION

TIPO DE VISA / VISA TYPE

## PARA TODAS LAS VISAS / REQUIRED DATA FOR ALL VISA TYPES

FECHA DE INGRESO A CUBA  
DATE OF ARRIVAL IN CUBA

LUGAR DE ESTANCIA EN CUBA  
ADDRESS OF PLACE OF STAY IN CUBA

HOTEL  
HOTEL

NOMBRE DEL HOTEL  
NAME OF HOTEL

FECHA DE SALIDA DE CUBA  
DATE OF DEPARTURE FROM CUBA

CASA DE RENTA  
RENTED HOUSE

DIRECCIÓN  
ADDRESS

## PARA VISAS DE TURISMO / TOURIST VISAS

No. VUELO DE ENTRADA  
ARRIVING IN FLIGHT No.

No. VUELO SALIDA  
DEPARTING IN FLIGHT No.

## PARA VISAS PERIODISTA, NEGOCIOS U OTRAS / JOURNALIST, BUSINESS AND ANY OTHER TYPE OF VISA

RAZONES DEL VIAJE / PURPOSE OF TRIP

ORGANISMO RESPONSABLE DEL VIAJE / AGENCY OR COMPANY RESPONSIBLE FOR YOUR TRIP

elaborado por: SANTIAGO FORSECA MONTERO

## PARA USO DEL CONSULADO / FOR CONSULATE USE ONLY

No. de comprobante:

Pegatina:

Tipo de Visa:

Volante:

Días autorizados:

Numero:

Fecha de aprobación  
y numero de radio:

Autorizado por:

FECHA DE SOLICITUD / DATE OF APPLICATION

FIRMA DEL SOLICITANTE / SIGNATURE

# Power of Attorney

## Letter of Authorization

I, \_\_\_\_\_, understand that I am formally required to submit and collect my passport in person at the Cuba Embassy in Berne/Switzerland.

However, it is impossible for me to appear in person due to important meetings.

I hereby authorize the following person as my deputy to collect my passport.

(Authorized person)

Name

Birth date

Passport / ID No.

Relationship to the applicant \_Visa Agent / Consular Service Fly

Date

Applicant's name

Passport No.

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Signature