



Consular Service Fly

Visa and Consular Service
Bern - Geneva

Visa Request Form • Visum Auftragsformular

Consular Service Fly GmbH

Postfach 9008 • 3001 Bern

info@consular-service.ch • www.consular-service.ch

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 *

☐ 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



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Required documents: Iran - Business

Validity of Visa:
90 days

Max. Duration of stay:
30 days

Permitted entries:
1x/2x/multiple

- Our Visa Request Form
- Application form PDF - please fill in the application form
- 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, G or confirmation of residence
- 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)
- Flight ticket
- Hotel reservation for the entire stay
- 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) - Copy/scan sufficient (colored, good quality) - required language: english
- Certificate of insurance (with inclusion of repatriation costs in case of death, valid for the entire duration of the stay)

*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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- Additional documents: Invitation reference number From the Iranian Ministry of Foreign Affairs, which must be applied for by the inviting company in Iran
- Additional documents 2: European fingerprint form You can obtain it from the cantonal police (criminal service) where you live

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

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This form is type-able on your screen. It is to be typed and printed and signed by hand.

سفارت جمهوری اسلامی ایران - برن
Embassy of The Islamic Republic of Iran - Bern

Visa Application درخواستنامه روادید

شماره

تاریخ

Sex ☐ Male مرد ☐ Female زن	جنسیت	Passport number شماره گذرنامه
First and middle names نام	Date of expiry تاریخ خاتمه اعتبار گذرنامه	
Surname نام خانوادگی	Marital status وضعیت تاهل ☐ Married متاهل ☐ Single مجرد	
Previous name(s) (if any) نام قبلی	Nationality تابعیت	
Father's name نام پدر	Former nationality (if any) تابعیت قبلی	
Grandfather's name نام جد پدری	Occupation شغل	
Date of birth (yy-mm-dd) تاریخ تولد	Purpose of trip to Iran منظور از سفر به ایران	
City and country of birth محل تولد	Border of entry to Iran مرز ورود به ایران	

Father's nationality تابعیت پدر	Area of your knowledge and information about Iran زمینه های اطلاعات شما در باره ایران
Name of spouse نام همسر	☐ Art and Cultural هنری و فرهنگی
Nationality of spouse تابعیت همسر	☐ Tourist attractions گردشگری
Name of fellow travellers in passport نام همراهان در گذرنامه	☐ Social اجتماعی
	☐ Political سیاسی
	☐ Geographic جغرافی
	Educational qualifications میزان تحصیلات
Full name and address of relatives and friends in Iran نام و نشانی خویشاوندان در ایران	

Have you ever applied visa to Iran? آیا تا کنون درخواست روادید ایران را نموده اید؟	☐ Yes آری ☐ No نه
Have you ever been refused visa to Iran? آیا تا کنون درخواست روادید شما رد شده است؟	☐ Yes آری ☐ No نه
Have you ever visited Iran? آیا قبلاً به ایران سفر کرده اید؟	☐ Yes آری ☐ No نه
If yes, please give dates and lengths of each stay? اگر مسافرت کرده اید در چه تاریخ هائی و هر بار چه مدت اقامت داشته اید؟	

Name(s) of person(s) & organization(s) you are going to meet in Iran نام اشخاص و سازمانهایی که در ایران با آنها ملاقات خواهید کرد
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Category of visa requested? نوع روادید؟	Number of requestd trip? تعداد سفر؟
☐ Tourist /pilgrimage زیارتی/ جهانگردی	☐ One entry یک بار ورود
☐ Transit عبور	☐ Two entry دو بار ورود
☐ Business بازرگانی	☐ Multiple entry چند بار ورود
☐ Research /study پژوهشی/ آموزشی	When do you intend to enter Iran (date)? قصد دارید در چه تاریخی وارد ایران شوید؟
☐ Journalistic خبرنگاری	How long do you intend to stay in Iran? قصد چه مدت اقامت در ایران را دارید؟
☐ Official اداری	
☐ Work permit visa روادید با اجازه کار	
Your address and telephone number in the Iran نشانی و تلفن محل اقامت در ایران	
Place to live in Iran محل اقامت در ایران ☐ Hotel هتل ☐ Host's home منزل میزبان	Work's tel. nr. in Iran تلفن محل کار

Name of countries you have stayed more than six month and purpose of staying. نام کشورهایی بیش از شش ماه در آن اقامت داشته اید و علت اقامت در این کشورها
Name(s), address and tel. nr. of non-Iranian national / sponsor(s) / contact(s) you are going to meet in Iran نام اتباع خارجی مقیم ایران که با آنها ملاقات خواهید کرد
Have you been treated for any serious physical or mental disorder or any communicable or chronic diseases? آیا مبتلا به بیماری مسری، جسمی یا روانی خطرناک بوده اید؟
Have you ever been addicted to drugs? آیا تا کنون معتاد به مواد مخدر بوده اید؟
Have you committed any criminal offence in any country? آیا سابقه مجازات کیفری در هر کشوری را دارید؟

Home address and telephone number نشانی و تلفن منزل
Work or school address and telephone number نشانی و تلفن محل کار یا تحصیل

E-mail نشانی پست الکترونیکی
Travel agency you are travelling with to Iran (If any) نام آژانس مسافرتی، اگر با آژانس به ایران سفر می نمایید

Name and Surname	Date	Applicant / Agencies signature
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Don't forget to sign after printing.