



## **PASSPORT AND VISA SERVICES**

**TEL: 031 564 8222      FAX: 086 756 3166**

**CELL: 083 778 8666 / 083 444 0827**

### **REQUIREMENT:**

1. Marriage / death / divorce certificate.
2. 1 Photo gem clipped backwards to passport.
3. Payment.
4. Valid passport PLUS old passport
5. 3 Months bank statements must be original.
6. Original letter of employment. If self-employed need copies of CC docs, don't need to be certified.
7. Proof of any other income. E.g. Rent, investments etc. Can highlight on Bank statements.
8. Unabridged Birth Certificate for all children under the age of 18.
9. Original letter from School / University stating they are a student at that School / University and giving the dates they will be returning to School / University
10. Certified letter from parents if not travelling with the child giving permission for the child to travel.

### **FAMILY VISIT**

1. Copy of passport of family member that staying with and a letter of invitation from them.
2. Utility bill of the family member that you are staying with.
3. Full travel itinerary.

## **TOURIST**

1. Proof of any hotel bookings etc.

## **BUSINESS**

1. Letter of invitation from the Company in the USA
2. Evidence of previous dealings with the company in the USA. (Company in the USA can state in their letter of invitation that they have had previous dealings with the client).
3. Proof of hotel accommodation and flight itinerary etc.
4. Unabridged Birth Certificate for all children under the age of 18.