



### **DOCUMENTS REQUIRED FOR VISA**

**1. Two (02) recent identical passport photographs of 4.5 x 3.5cm format** (no photocopy or scanned photo please). Write the First name, Surname and phone number at the back.

**2. Photocopy of the first two pages of your passport + your passport expiry date must be greater than six months from the end of your stay. You need a full page in your passport that's blank for your visa.**

**3. Proof of a return flight ticket** (photocopy of the flight ticket or proof of reservation). If you have made an online booking, you must provide a printed copy of the confirmation message mentioning the dates of departure and return.

**4. Travel insurance or proof of the repatriation deposit.** This could also be an extension of guarantee of a health or life insurance. It should include the repatriation of an ill traveller or his or her body to their country of residence.

**5. According to the requested Visa, you should provide:**

- **For a Tourist Visa:** a certificate/proof of accommodation stamped or signed by a town hall in Togo or a hotel reservation. We accept fax messages or scanned copy of these documents during the application process, but you should present the original documents before the delivery of the visa.
- **For a Business Visa:** an assignment or invitation letter including all the details of your business partner in Togo. We accept fax messages or scanned copy of these documents during the application process, but you should present the original document before the delivery of the visa.
- **For an Immigrant Visa:** proof of income, your health card/booklet, a motivation letter.
- **For a Transit Visa** you must obtain beforehand the entry visa of your final destination country before your application.
- **For a Professional Visa:** your press card, statement of the newspaper (assignment letter, duration of the mission, seniority and experience), the list of your team members, **the accreditation from the Togolese Ministry in Charge of Communication.**

**6. Visa application form** (To be downloaded).

**7. Deadlines for issuing Visas**

- Express visas: three working days.
- Normal visas: one week.

**8. Payment method**

Payment on site: Cash only in British Pounds (£) (See **Types and Tariffs for Visa**). Please have the exact amount.

**Note: Any incomplete application will be systematically rejected. Please check before you submit.**