

## **HOW TO SUBMIT MY TOURIST VISA APPLICATION**

**Please read the whole document before contacting us.**

### **Filling the form**

Once you click on “Sworn statement for visa application” a new window will be opened and the applicant will be able to start the application.

It is highly recommended that the applicant scan all requirements separately prior filling the online form. A few things the applicant must consider for this are the following:

- Picture must be 2 by 2 inches (a.k.a. passport size), once scanned edit the picture cropping it as its original size and save it as .JPEG and must not exceed 150kb.
- Scan all the requirements according the type of visa and the nationality in PDF format, be noticed those files must not exceed 300kb. In order to accomplish that, scan the necessary pages, do not include pages with advertisements, do not include the account’s day by day movement or other information not related to the application. It is preferred to scan the documentation in gray scale.

To start, the form let you choose the language to your convenience. After that it is very important to choose your nationality and if you happen to have dual citizenship, you will choose the nationality according the passport you will be using to travel to Bolivia. The type of passport is normally a regular passport, diplomatic or official passport holders are treated under reciprocity policies and the process totally different.

To authenticate the applicant, the system will require an email address to send a numerical verification code, please be advised to use common domains for this purpose as @gmail; @yahoo; @live; etc. As we have be experiencing some difficulties with corporate domains. Click on **“Registro del correo y envio al solicitante/registration email and sent to the applicant”**

If you do not receive the code immediately, it could be probably because our system is not compatible with the email address provided. Please check your spam/trash/junk inbox, in some cases the verification email can be found in there.

Automatically the window will change asking for the verification code and after filling that click on **“registrar el código enviado a su dirección electronica para continuar con la solicitud de visa/ please enter the code sent to your email address to proceed with the visa application”**. Now you are ready to start filling the form as follows:

**BE CAREFULL WHEN FILLING THE FORM BECAUSE ALL THE INFORMATION WILL NOT AND CAN NOT BE EDITED BY ANY CONSULAR OFFICER. SPELLING MISTAKES CAN CAUSE YOU PROBLEMS WITH MIGRATION OFFICERS AT THE TIME OF ARRIVAL, PLEASE DOUBLE CHECK NAMES, PASSPORT NUMBER, GENDER, AND ALL INFORMATION IS MARKED WITH AN ASTERISK**

### **Step 1**

First, it will require you to fill your name, date of birth, place of birth etc. The information must be as it is in your passport. Do not skip middle name, do not mix first and last name. Date of birth is according an International format -day/month/year.

To continue it will require you to upload the picture, remember to upload the file in .JPEG format and do not exceed the 150kb. We have seen people who take pictures with cellphones of their actual passport and print it, facebook type pictures, pictures with friends or pets, etc., remember this is a visa requirement do not attempt to upload anything mentioned above as it could be a cause of rejection.

After verifying your information click on [Continue](#)

## Step 2

At this point, it will require you to fill your passport information, all fields marked with an asterisk are mandatory. After you double check the information, click on [Continue](#)

## Step 3

This section is divided in three parts. The first one will ask about previews visa applications to visit BOLIVIA, this is not about applications to visit other countries.

The second part is directed to fill information regarding the place you will be visiting and the time of your visit. In some cases, there are more than one destination in Bolivia as a part of a tour or any other reason. In that case, choose the city where you will be staying most of your time.

The last section will be for additional information about relatives living in Bolivia. If you are including an invitation letter as a requirement, please fill this section with your host's personal information.

After you double check the information, click on [Continue](#)

## Step 4

The emergency contact information, it is not mandatory but recommended. Remember this information will be used to contact anyone if an emergency were to happen and we need to provide information about the status of the applicant.

After you double check the information, click on [Continue](#)

## Step 5

This is the last step, the applicant must upload all the requirements according a list displayed on the screen and they must not exceed 300kb in PDF format. Before finishing the visa application, the system will allow you to check a preview of the form you have filled out, please click on [imprime formulario preliminar/form print preview](#). Your form will open in a PDF document, it is at this point where you have to check everything you filled out is correct. If there is some kind of mistake you can click on [previous](#) until you reach the part where the mistake is in order to edit it. Please do not print or send the preview form.

After you verify every detail, click on [finalizacion registro de visa/finish visa application](#) and it will get you to this point



Ministerio de Relaciones Exteriores  
Viceministerio de Gestión Institucional y Consular  
Dirección General de Asuntos Consulares  
www.mree.gob.bo



Ministerio de Gobierno  
Dirección General de Migración  
www.migracion.gob.bo

## DECLARACION JURADA DE SOLICITUD DE VISA SWORN STATEMENT FOR VISA APPLICATION

El código asignado para su solicitud es / The code assigned to your request is:

RREE-VC-5297

Visualizar formulario de solicitud de visa / Display visa application form

**Importante**

- Presione el enlace "Imprimir Formulario de solicitud de visa", esta opción le permitirá volver a visualizar el formulario anteriormente, firmado y escaneado como adjunto / Press the button "Print Visa Application Form", this option will allow you to display the form above, signed and scanned as an attachment.
- Una vez impreso el documento, deberá presentar el documento original y una copia rubricada del mismo en oficinas de la representación consular correspondiente / Once the document is printed, you must submit the original document and a copy thereof initialed in consular offices of representation.
- Este formulario tiene una validez de 15 días a partir de su fecha de registro / This form is valid for 15 days from the date of registration

Please click on [visualizar formulario de solicitud/Display visa application form](#), your application form will be opened in a PDF document and the difference between the preview form and this one is the verification code will appear on the final form. Please sign it and send this with all the requirements and the payment, if you send the form without the Verification code, your application is not finished and we will not be able to find it in the system, therefore your application you be returned without processing.

**APPLICATION FORMS WITHOUT THE SIGNATURE WILL BE RETURNED.**

**ONCE YOU CLICK FINISH VISA APPLICATION, YOU CANNOT EDIT OR GO BACK. IF YOU NOTICE A MISTAKE ON THAT APPLICATION YOU WILL HAVE TO START ALL OVER AGAIN**

There are a lot of particular cases and questions about this section, please read carefully the following instructions before contacting us

**PROOF OF ENTRANCE AND STAYING IN BOLIVIA**

You will need to provide some documents supporting the trip as:

**Hotel accommodation – Invitation Letter**

**Hotel booking**

**Booking.com** Booking Confirmation  
 Booking number: 323.541.930 PIN CODE: 7900

**Buganvilas Hotel Suites & Spa**  
 Address: Av. Roca Coronado 901, 2210 Santa Cruz de la Sierra, Bolivia  
 Phone: +59133551212  
 GPS Coordinates: S 017° 47' 066, W 63° 12' 747

**E.G.**

Check-in: 22 AUGUST 3:30 PM  
 Check-out: 30 AUGUST 12:00 PM  
 Rooms: 1 / 8  
 Price: \$38.11 (approx. from 13% VAT)

**Executive Suite**  
 Guest name: David (1 guest for max. 2 people)  
 Most important information included in the room title:  
 - Minibar - Shower - Safe - Telephone - Air conditioning - Heating - Ironing facilities - Dining table - TV - Balcony - Microwave - Refrigerator - Heating - Kitchen - Cable channels - Bathing tub - Shower - Carpeted - Hair dryer - TV - Sofa - Terrace/Patio - Wake-up service - Desk - Seating area - Wardrobe/Closet - Coffee/tea maker  
 Bed configuration: 1 x 62 inches wide

Prepayment: No prepayment will be charged.  
 Cancellation cost: 49% August 16, 2015 10:46 PM Santa Cruz de la Sierra, USD \$ from August 17, 2015 10:46 AM (Plaza CAP de la Sierra), USD \$

**Hotel policies**  
 Guest parking: Free private parking is available on site (reservation is not needed).  
 Internet: WiFi is available in all areas and is free of charge.

**Special Requests**  
 Upper-story room request: This booking requests upper-story room(s) - based on availability.

**You have guaranteed your booking by credit card. Your booking has not yet been paid.**  
 No booking fees. Booking services are always free, so you save money. Payment will normally be taken by the hotel calling your stay. Please note that the hotel may pre-authorize your credit card prior to your arrival.  
 This hotel accepts the following forms of payment: American Express, Visa, Euro/Mastercard.

**You can always view, change or cancel your booking online at:** your.booking.com  
 For any questions related to the property you can contact Buganvilas Hotel Suites & Spa directly on +59133551212  
 Or contact us by phone - we're available 24 hours a day:  
 Support in English: 1 866 882 3068  
 Support in Spanish: 1 866 835 2267  
 When abroad or from Bolivia: +52 22 324 22039

The privacy policy of your carrier contains the most relevant information about your booking. It can be used to check in when you arrive at the hotel. For further details, please refer to your confirmation email sent to david@buganvilas.com

Applicant's name

Hotel information and dates

You may print out the page of the Hotel Booking as a proof, remember that in it must appear the name of the Hotel the address and the Guest name (same as applicant).

If the room is for two or more people, the booking at least must be under one of the applicant's name.

Usually small Hotels or Hostels may use an email to book your room, which will work to prove the staying.

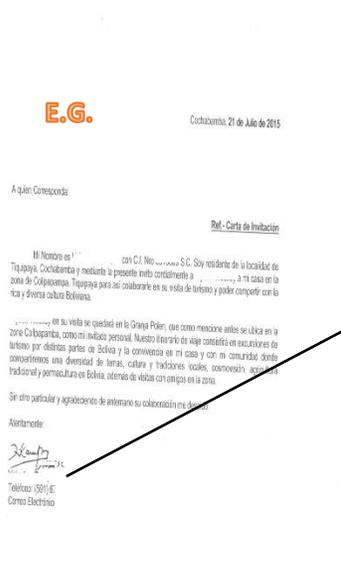
If your trip consist in many destinations in Bolivia, there is no need to send the booking of each destination. As long as you send the first two nights, there should not be any issues.

Please do not include unnecessary pages, just the one where appears the vital information: applicant's name, hotel information and dates. Discard all ads when printing from internet or e-mail. *Let's be eco-friendly!*

### Invitation letter

To apply for a tourist visa you may include an invitation letter, this letter might be elaborated by Bolivian citizen or by a legal resident in Bolivia.

- 1) Letter from a Bolivian citizen. - The letter must contain the full name of the host and the address where the applicant will be arriving (including the city). It is mandatory to include the signature and the Bolivia ID number to verify the information. To support the letter, a copy of the host's ID or passport must be included.
- 2) Letter from a foreign residing in Bolivia. - The letter must contain the full name of the host and the address where the applicant will be arriving (including the city). It is mandatory to include a copy of residency stamp on the passport or the Bolivian I.D. for foreign.



- The invitation letter comes with the address and the host's personal information.
- It is mandatory the host's signature and ID or Passport number

Note. We do not require a notarized letter or the original, nevertheless it must include the signature. In order to fulfill that, you may include a scanned copy of the letter with the signature on it.

## Flight Ticket

Carrier	Flight #	Departing	Arriving	Class
American	931	SAN FRANCISCO FRI 21 AUG 2:15 PM	MIAMI INTERNL 10:58 PM	N
Angela	Seat 28E	Economy		Food For Purchase
American	922	MIAMI INTERNL FRI 21 AUG 11:54 PM	LA PAZ BO 6:30 AM	N
Angela	Seat 31D	Economy		Dinner
American	922	LA PAZ BO THU 20 AUG 7:00 AM	MIAMI INTERNL 3:40 PM	Q
Angela	Seat 32B	Economy		
American	95	MIAMI INTERNL THU 20 AUG 8:20 PM	SAN FRANCISCO 11:17 PM	Q
Angela	Seat 20E	Economy		Food For Purchase

Passenger	Ticket #	Fare-USD	Taxes and Carrier-Imposed Fees	Ticket Total
Angela	001/HT800	0.00	109.17	109.17
Total				\$ 109.17

The applicant must include a copy of the ticket itinerary or the receipt, it must appear the applicant's name on it. If it happens to be a group of people, all of them must appear on the ticket.

Please do not include unnecessary pages, just the one where appears the vital information: applicant's name, hotel information and dates. Discard all ads when printing from internet or e-mail. *Let's be eco-friendly!*

## Tour itinerary

Generally a tour itinerary includes all destinations, transportation and flights. Bolivia might be one of multiple destinations and in this case is accepted to send along the application the whole tour itinerary. If this itinerary includes the transportation (in and out of Bolivia) and the accommodation, the applicant will not be required to send a flight itinerary, hotel booking or Invitation letter.

Please do not include unnecessary pages, just the one where appears the vital information: applicant's name, hotel information and dates. Discard all ads when printing from internet or e-mail. *Let's be eco-friendly!*

## PROOF OF FINANCIAL SUPPORT

It is required to include an economic solvency proof. We require the last statement of your checking, savings or credit card balance. When sending the balance just send the first page where it appears the applicant's name and the current balance.

Please do not include the detail and description of your personal spending. One account with sufficient funds is all the applicant needs, please do not send all your accounts. We do not require for a specific amount in your balance but be aware it is recommended to have at least \$200 at the applicant's disposal for any kind of inconvenience.

We manage our files in a safe and confidential manner, nevertheless we urge you to cover the account number.

**Bank of America**  
P.O. Box 15284  
Wilmington, DE 19850

APPLICANT'S NAME

DAVID [REDACTED]  
STEPHANIA [REDACTED] DTD 6/12/03  
CUPERTINO, CA 95014-4986

Preferred Rewards

Customer service information

- 1.888.888.RWDS (1.888.888.7937)
- TDD/TTY users only: 1.800.288.4408
- En Español: 1.800.688.6086
- bankofamerica.com
- Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

COVER THE ACCOUNT NUMBER

**Your Premium Adv Tiered Interest Chkg Preferred Rewards Platinum**  
for July 1, 2015 to July 31, 2015

Account number: [REDACTED]

DAVID [REDACTED] STEPHANIA [REDACTED] 6/12/03

Account summary	
Beginning balance on July 1, 2015	\$68,926.91
Deposits and other additions	8,978.65
ATM and debit card subtractions	-2,730.67
Other subtractions	-29,370.71
Checks	-489.70
Service fees	-33.92
<b>Ending balance on July 31, 2015</b>	<b>\$45,280.56</b>

**Bank of America Preferred Rewards**

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You're already eligible to enroll and there are no fees to join or participate.

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Please do not include unnecessary pages, just the one where appears the vital information: applicant's name, hotel information and dates. Discard all ads when printing from internet or e-mail. *Let's be eco-friendly!*

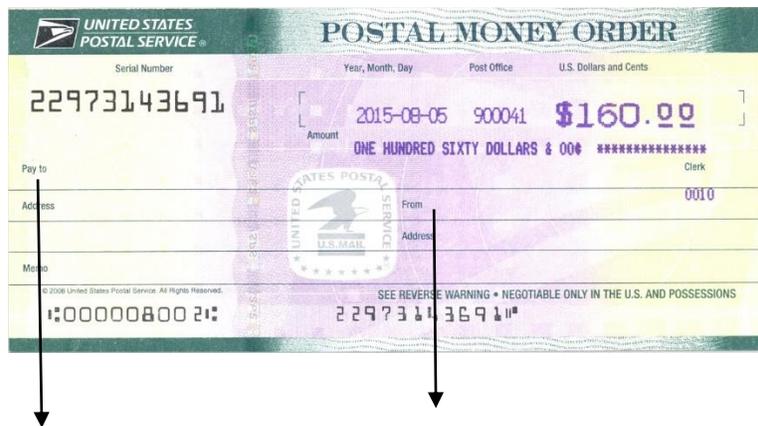
## How about if I am a backpacker?

In that specific case you will require a cover letter where you explain a detailed itinerary of destinations and the total of days you will spend in Bolivia. Likewise, it will be mandatory to include the bank statement with a balance of \$50 for each day of stay.

## METHOD OF PAYMENT

### Money order – Cashier’s check

When sending your application the most common way to pay the fee is the money order/ cashier’s check. We urge you to keep the receipt if your application is returned and you need to cash it back. If you are applying along a group, you might include just one money order with the total amount for all of you.



Make Money order payable to CONSULATE OF BOLVIA

please sign the money order in this part

### Debit/ Credit card

You might fill out and include the “Credit card authorization Form”, this Form will be used to charge you the VISA FEE and your personal information will be destroyed. Also, the receipt of the payment will be send along your passport.



CONSULATE GENERAL OF BOLIVIA  
 LOS ANGELES, CALIFORNIA  
 3701 Wilshire Blvd., Suite 1065, Los Angeles, CA 90010  
 TEL: (213)388-0475 / 0957 Fax: (213)384-6272

### CREDIT CARD AUTHORIZATION FORM

This form authorizes the CONSULATE GENERAL OF BOLIVIA in Los Angeles, California to deduct the payment indicated below from the credit card provided by the cardholder. This is strictly a one-time payment permission and does not provide authorization for any additional unrelated debits or credits to the account.

Please sign and complete the information below:

I APPLICANTS FULL NAME \_\_\_\_\_ authorize The Consulate General of Bolivia in Los Angeles, California to charge my credit card for \$ 160 OR 85 \_\_\_\_\_ US dollars which is required as payment for: \_\_\_\_\_  
Full name Amount

Visa Application     Legalization     Other \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I authorize the above diplomatic mission to charge the credit card indicated in this form according to the terms outlined. I will not dispute the payment with my credit card company as long as the transaction corresponds to the purposed indicated in this Form.

Signature Consular Staff \_\_\_\_\_

#### CREDIT CARD INFORMATION



NOTE: For your and our protection once the payment is done

Account Type:  VISA     MasterCard     Discovery     American Express

Cardholder Name: APPLICANTS FULL NAME \_\_\_\_\_

Card Number: 1111-2222-3333-4444 \_\_\_\_\_

Expiration Date: MM/YYYY \_\_\_\_\_

CVV2 (last three digits in the signature area for VISA/MC or Discovery; four digits on front the card for AMEX): XXX \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Phone number: XXX - XXX - XXXX \_\_\_\_\_ Email \_\_\_\_\_

This part will be destroyed after the payment is done

No personal checks or cash will be accepted and the application will be returned without processing.

**Where do I send my Visa application?**

Please send all applications to our offices at:

CONSULATE GENERAL OF BOLIVIA  
 3701 WILSHIRE BLVD., SUITE 1065  
 LOS ANGELES, CA 90010  
 ATT. VISA SECTION

## How will I get my passport back?



Visit [www.fedex.com](http://www.fedex.com) for more information on international worldwide shipping.



It is very important to include pre-paid self-address envelope. You will choose in between USPS, DHL, FedEx or UPS (we do not have any preference). Make sure the envelope has sufficient postage. Remember, the package will not weight more than 1 pound for a passport.

It is highly recommended to provide a safe envelope (not a white envelope as it can be see-through it) and include a tracking method.

## Is the yellow fever a requirement?

According to Migration Offices, the yellow fever vaccine is no longer a requirement to get an entry Visa to Bolivia. Nevertheless it is always highly recommended you ask your personal physician if you are planning to visit Amazonas, Rain forest or hot tropical areas. In some cases, doctors do not recommend to get this vaccine.

## May I come to your Office and drop my application off?

Yes, you are more than welcome to do so. Remember we work from Monday to Friday and our hours are from 9am to 2pm. No appointment is needed and you will be able to pay with Money Order or debit/credit card.

## Why would my application be rejected?

There are few reasons your application may be rejected, here a list:

- Did not include all the requirements.
- Did not include the actual passport.
- Did not include a valid credit card information for the payment.
- Send a personal check.
- Passport is expired.
- Passport does not have enough blank pages for the visa sticker.
- The form is not signed.
- The invitation letter does not shows the host's signature or the proper documentation is not included.
- The payment is missing or is not the expected amount.
- The photograph does not meet the standard. No Facebook pictures, the proper size is 2x2 inches not bigger or smaller, the applicant must not wear sunglasses.
- Your application contains too much unnecessary pages and it does not fulfill as a reliable proof.