



Dear Applicant,

Thank you for choosing Key Travel to handle your visa application to **Mauritania**

Your visa pack contains:

- Embassy Information
- Visa requirements for Business and Tourist visa applications
- Application forms
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department in London,

Key Travel
Visa Department
1st Floor
28-32 Britannia Street
London
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT.

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department
Key Travel
www.keytravel.co.uk



KEY TRAVEL

Mauritania

Carlyle House,
235-237 Vauxhall Bridge Road,
London
SW1V 1EJ

Tel: 0207 233 6158

Website: <http://www.mauritanianembassy.org.uk>

Open to Lodge: Monday & Tuesdays - 10:00am - 14:00pm
Open to Collect: Wednesday - Thursday - 10:00am - 14:00pm

Important Information

- Whilst Key Travel do everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country.

Business Visa Requirements

Visa Application Form

- One fully completed application forms
- Please also include a photocopy of completed form.

Passport - The applicant's actual passport - This must

- Must be valid for six months beyond exit date.
- Must have at least one blank visa pages

Photographs

- One passport size photographs
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth



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UK Business Letter - A letter from the applicant's employer

- Must be on company headed paper
- Be addressed to the high commission
- Include the applicant's full name.
- Include the name of the organisation to be visited.
- Specify the type of visa applying for.
- Include who is financially responsible for applicant.
- Signed by someone other than the applicant i.e. Company director or HR department
- An example can be found within the visa pack

Letter of Invitation - From the person the applicant is visiting

- Must be on company headed paper.
- Include the full name of the applicant
- Specify the purpose of journey and number of entries.
- Include the acceptance of financial responsibility
- Signed and Dated

Travel Arrangements

- Copy Flight Itinerary (please note this does not have to be a confirmed booking)
- Copy of Hotel confirmation

Valid Yellow Fever Certificate

- A copy of the Yellow Fever Certificate

Exceptions for Non UK passport holders:

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.



Processing Time

- 4-6 Working Days
- **No express service**

Fees

| <i>Visa Type (Validity)</i> | <i>Cost</i> |
|-----------------------------|-------------|
| Single Entry (6 month) | £83.00 |
| Multiple Entry (6 months) | £110.00 |

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

Tourist Visa Requirements

Visa Application Form

- One fully completed application forms
- Please also include a photocopy of completed form.

Passport - The applicant's actual passport - This must

- Must be valid for six months beyond exit date.
- Must have at least one blank visa pages

Photographs

- One passport size photographs
- Must be on a white background
- Be taken within the last six months
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth



Travel Arrangements

- Copy Flight Itinerary (please note this does not have to be a confirmed booking)
- Copy of Hotel confirmation

Valid Yellow Fever Certificate

- A copy of the Yellow Fever Certificate

Exceptions for Non UK passport holders:

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

Key Travel Booking Form

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

Processing Time

- 4-6 Working Days
- **No express service**

Fees

| <i>Visa Type (Validity)</i> | <i>Cost</i> |
|-----------------------------|-------------|
| Single Entry (6 month) | £83.00 |
| Multiple Entry (6 months) | £110.00 |

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

Islamic Republic of Mauritania

Honor - Fraternity - Justice

Embassy of the Islamic
Republic of Mauritania
LONDON



الجمهورية الإسلامية الموريتانية

شرف - إخاء - عدل

سفارة الجمهورية الإسلامية الموريتانية
لندن

VISA APPLICATION

Diplomatic Courtesy Ordinary

Photo
(4.5 cm x 3.5 cm)

| | | | |
|---|--|--|--|
| 1. Name (s) | | RESERVE SERVICE Date of submission of application: The ____ / ____ / ____ Responsible for the file: Visa: <input type="checkbox"/> Granted <input type="checkbox"/> Refused Number of entries: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries Valid from _____ To _____ Valid for _____ | |
| 2. Surname (s) | | | |
| 3. Date of birth: | | | |
| 4. Place of birth: | | | |
| 5. Nationality: | | | |
| 6. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | 7. Family situation <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow (widower) | | |
| 8. Father's name and surname | 9. Mother's name and surname | | |
| 10. Passport number | 11. Authority which issued the passport | | |
| 12. Delivery date | 13. Expiry date | | |
| 14. If you reside in a country other than your country of origin, have you permission (s) to return to that country? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, the reasons _____ | | | |
| 15. Profession: | | | |
| 16. Address and telephone number | | | |
| 17. Main destination | 18. Type <input type="checkbox"/> Airport transit <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay | | 19. Visa <input type="checkbox"/> Individual <input type="checkbox"/> Collective |
| 20. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries | | | 21. Length of stay Visa is requested for: of: _____ |

RESERVE SERVICE

| | |
|--|--|
| 22. Other visas issued during the last five years and their validity | |
| 23. Countries visited during the last ten years | |
| 24. In case of transit have you an entry permit for the final country of destination? <input type="checkbox"/> Yes, valid until _____ <input type="checkbox"/> No, Issuing Authority _____ | |
| 25. Previous stay in the country | |
| 26. Purpose of the trip <input type="checkbox"/> _____ <input type="checkbox"/> Tourism <input type="checkbox"/> Business Visit family <input type="checkbox"/> or friends Culture/Sports <input type="checkbox"/> Medical <input type="checkbox"/> reasons Other (please specify) _____ | |
| 27. Name and surname of the person in charge of the reception _____ _____ | |
| 28. Arrival date | 29. Departure date |
| 30. 1 st border entry or transit route: | 31. Conveyance |
| 32. Who funds the travel and caters your needs during your stay? <input type="checkbox"/> Myself <input type="checkbox"/> Administration <input type="checkbox"/> Host company (state who and how and present corresponding documentation) _____ | |
| 33. Financing method used during day <input type="checkbox"/> Ready cash <input type="checkbox"/> Traveller's check <input type="checkbox"/> Credit card <input type="checkbox"/> Accommodation <input type="checkbox"/> Other: _____ | |
| 34. Surname of spouse _____ | 35. Name of spouse _____ |
| 36. Date of birth of the spouse ____/____/____ | 37. Place of birth of the spouse ____/____/____ |
| 38. Children (Separate applications for each passport) | |
| Name | Surname |
| Date of birth | |
| 1. _____ | ____/____/____ |
| 2. _____ | ____/____/____ |
| 3. _____ | ____/____/____ |
| 4. _____ | ____/____/____ |
| 39. Phone and address in the country of origin or residence Phone: _____ Address: _____ _____ | |
| 40. Phone and address in Mauritania Phone: _____ Address: _____ _____ | |
| 41. Signature of the Applicant | |



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Example

Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section
Kenya Consulate
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully
A Wright

Visa Booking and Payment Form

In order for us to process your application, this completed form must accompany the documents you send to us. We recommend you send all documents by courier or recorded delivery.

Please address your documents to:

Visa Department, Key Travel, 28-32 Britannia St, London, WC1X 9JF

We open all post as soon as it arrives, and will advise that your documents are received as soon as possible. Please note that Royal Mail Special Delivery can arrive any time up to 1pm, and you can use their online tracking service to track your delivery.

Key Travel can also provide a bespoke courier collection service – please contact us for details and pricing.

Contact information – please provide your details as the person organising this application.

| | |
|---|--|
| Organisation & department: | |
| Contact name: | |
| Contact telephone number: | |
| Contact email address: | |
| Date you require passports back in your possession. Your application will be processed in line with this date: | |

Form of payment – please choose either invoice or card payment, and complete the relevant section below.

| Invoice Payments | Your organisation's terminology for the code <i>(e.g. budget code, reason for travel, approver name, etc)</i> | Code <i>(e.g. BC1255, Meeting, John Smith, etc)</i> |
|--|---|---|
| Code 1 | | |
| Code 2 | | |
| Code 3 | | |
| Code 4 | | |
| Code 5 | | |
| Code 6 | | |
| Code 7 | | |
| Code 8 | | |
| Tick here if paying by credit card: | <input type="checkbox"/> | <i>Please note a 2% surcharge applies for credit card payments. No fee applies for debit card payments.</i> |
| Tick here if paying by debit card: | <input type="checkbox"/> | |

If paying by invoice, all payment codes relevant for your organisation must be provided at this stage. For example, if your organisation uses 4 payment codes in total, please leave codes 5, 6, 7 and 8 blank. Key Travel cannot be held responsible for delays or costs associated to the provision of incomplete or incorrect payment code details. Invoices will only be generated once the visa has been granted.

Key Travel is also pleased to accept payment for your visa application by card payment. Note that payment must be made to the visa team either by calling us on 0207 843 9678 or in person at our London office before documents are returned to you.

| | |
|---|----|
| If you already have a Key travel HD visa ref for this application, provide it here: <i>(if not please leave this section blank)</i> | HD |
|---|----|



| | | | |
|---|--|--|-----------------------------|
| First traveller name: | | | |
| Country to be visited: | | Express processing: | Standard processing: |
| Visa type required <i>(business, multiple entry, etc)</i> | | Date of departure for travel associated to this visa application: | |
| Second traveller name: | | | |
| Country to be visited: | <i>Same as the first traveller – please complete separate booking forms for additional countries</i> | Express processing: | Standard processing: |
| Visa type required <i>(business, multiple entry, etc)</i> | | Date of departure for travel associated to this visa application: | |
| Third traveller name: | | | |
| Country to be visited: | <i>Same as the first traveller – please complete separate booking forms for additional countries</i> | Express processing: | Standard processing: |
| Visa type required <i>(business, multiple entry, etc)</i> | | Date of departure for travel associated to this visa application: | |
| Fourth traveller name: | | | |
| Country to be visited: | <i>Same as the first traveller – please complete separate booking forms for additional countries</i> | Express processing: | Standard processing: |
| Visa type required <i>(business, multiple entry, etc)</i> | | Date of departure for travel associated to this visa application: | |

For groups of 5 or more, please affix additional sheet(s) containing names, genders and nationalities, or contact us in advance to discuss.

| | |
|--|--|
| If you have a Key Travel flight reference / PNR / Trip ID for any of the above travellers, please list them here, and indicate which it applies to: | |
|--|--|

Key Travel provides a comprehensive review of your application free of charge before lodging with the embassy. Should you wish, we are also able to make amendments on your behalf where necessary to ensure a smooth application process. Your visa consultant will discuss these options with you as and when they are necessary.

In order for us to lodge an application the following day, we must receive documents before 4pm. Should you require a fast turnaround, and time is short, if we receive documents before 9.30am, we are still able to lodge the same day under our priority service at an additional cost of £30.00 + VAT.

| | |
|---|--------------------------|
| Please tick here if you would like to use our priority service at an additional cost of £30.00 + VAT : | <input type="checkbox"/> |
|---|--------------------------|

In order to meet your deadlines, further embassy express charges or additional courier charges may become applicable, and we will keep you informed of these over the course of the application.

| |
|---|
| Special instructions – please indicate below if there are special requirements which you have discussed with us: |
| |

**Return instructions – please tell us to where and to whom you would like the documents returned.**

| | |
|---------------------------------|--|
| For the attention of: | |
| Company name: | |
| Address & post code: | |

| Delivery Option | Information | Tick here |
|---|--|-----------|
| Courier bike delivery to address, or meet and greet at a specified location | Recommended for very urgent applications, when time is short | |
| Royal Mail Special Delivery next working day by 1pm | Passports dispatched via Special Delivery when 3 or more working days are available after visa is granted, and before the date passport must be back in your possession. | |
| Royal Mail Special Delivery Saturday service by 9am | | |
| DHL UK Overnight service | By 9:00 | |
| | By 12:00 | |
| | By 17:00 | |
| DHL Overseas service | Delivery time varies depending on location | |
| Collect from Key Travel London office | Available between 8.45am - 17:30pm Monday - Friday | |

- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning.
- We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Cancellation fees may apply if you decide not to progress your application, depending on what stage it is up to with the Embassy.
- Key Travel shall not be held liable for costs associated with any of the following:
 - Any loss, damage, retention or delay in returning any documents in the possession of any embassy, consulate or government office.
 - The refusal of any embassy, consulate or government office to accept documents presented.
 - The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
 - Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in delivery of documents.

I have read and agreed to the above. I give permission/I have obtained traveller permission to disclose my/their personal data to Key Travel and the relevant third parties in order to obtain the applicable visa(s).

| | |
|----------------|--|
| Signed: | |
| Date: | |

Have you...

- ✓ **Included the correct number, and correct size of photographs with your application?**
 - ✓ **Signed and dated all application forms?**
- ✓ **Ensured all supporting documents are correctly addressed to the embassy?**
 - ✓ **Included complete payment instructions?**