

# RULES FOR OBTAINING VISA

*Opening hours of Consular Section:*

*Monday, Wednesday, Friday 9.30-12.30*

For travel to Azerbaijan a visa must be obtained from the Consular Section of the Embassy of the Republic of Azerbaijan in Vienna.

For the citizens of countries, which do not have any Azerbaijani diplomatic missions in case of urgent necessity a short time visa (till 7 days) can be obtained upon arrival at the Baku International Airport.

Visa applications can be submitted by post (only for diplomats) or in person. In order to apply for a visa in person you need an appointment, which can be arranged by telephone (0043 1 4031322)

## **The following documents are required:**

- **Completed application form** (available in PDF format), duly signed by the applicant(s). You must answer all the questions, otherwise your application will not be accepted.
  - **Passport or official travel document with a residence permit** attached to the current valid passport. The passport should be valid for at least three months from the date of validity of the visa applied for. Make sure it has a blank page for the visa stamp.
  - **Copy of ID card- legitimationskarte** (only for diplomats)
  - **2 passport-size photos**
  - **Proof of purpose of visit**
1. **For private visit** - original letter of invitation (it should be registered at the Ministry of Foreign Affairs of Azerbaijan and then has to be submitted to the Consular Section), a copy of the Azerbaijan passport of invitee (or national passport containing a valid Azerbaijan residence permit).
  2. **For business trip** - letter from your Azerbaijan business partner and letter from employer
  3. **For diplomats and official trips** - Note verbal
  4. **For tourists** - A tourist document (voucher) certifying accommodation of a person in Azerbaijan by a tourist agency (hotel).

5. **For transit visit** - one week prior to a trip, a valid entry visa to a country of destination, as well as a round trip ticket have to be submitted to the Consular Section. The validity of single transit visa is 3 days, double transit visa - 5 days. For the visit and stay in border areas of Azerbaijan with Armenia it is necessary after arrival to Azerbaijan to get permission in the Consular Department of the Ministry of Foreign Affairs of Azerbaijan.
6. **For multiple visits** - A written application of a person or inviting organization has to be sent one month in advance to the Consular Department of the Ministry of Foreign Affairs of Azerbaijan. The validity of a multiple visa is 30 days (for each entry). After 30 days it is necessary to register in a local police department.

- **Transport documentation, if required:**
  - **airline ticket or email confirmation of airline**

<b>Fees:</b> single entry visa	40 USD
double entry visa	80 USD
multiple entry visa	250 USD
single entry transit visa	20 USD
double entry transit visa	40 USD
single entry tourist visa	20 USD

**Payment should be made in Euro in accordance with the current bank exchange rate.**

**Processing period: from 5 till 7 working days**

**Please note that the visa cannot be issued on the same day!**

**Uncompleted applications (i.e. documents missing) cannot be accepted!**

**Depending on the circumstances of your application you may be requested to produce further documentation!**