

BUSINESS VISA PROGRAM APPLICATION FORM

The Business Visa Program (BVP) facilitates travel between the United States and Colombia for business events, such as meetings, training programs, and trade fairs. Companies participating in the BVP have access to priority visa-interview appointments for the business travel of qualifying employees and a dedicated Consular Section contact for business visa questions.

A company applying for participation in the BVP (“Applicant Company”) must complete this form in its entirety and email it to the following address businessbogota@state.gov. Inquiries regarding the application process may also be directed to this address.

Please note that providing incomplete information in the BVP Application Form may delay review and processing.

SECTION I. CONTACT INFORMATION OF APPLICANT COMPANY

Legal Name of Applicant Company:			
Address of Head Office:			
Company Colombian Address:			
Telephone Number:		Fax Number:	
Company Website:		Email:	

SECTION II. STRUCTURE OF APPLICANT COMPANY

A. Please provide the current number of employees working at the Applicant Company:

B. Please list all parent companies and subsidiaries of the Applicant Company:

(1)		(6)	
(2)		(7)	
(3)		(8)	
(4)		(9)	
(5)		(10)	

C. Please provide the following information for each individual who serves at the Applicant Company as an auditor or as a member on the Board of Directors (including all individuals named as board members in the company's Colombian Chamber of Commerce Certificate):

(1) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

(2) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

(3) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

(4) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

(5) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

(6) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

(7) BOARD MEMBER/AUDITOR		
Full First and Middle Name	Full Last Name	Position in Company
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Nationalities (include all)	Cedula Number	Passport Number

SECTION III. ACTIVITIES OF APPLICANT COMPANY

A. Please describe the principal business activities of your company within the United States:

B. Please list the Applicant Company's major clients in the United States:

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C. Please describe the purposes of the Applicant Company's business trips to the United States:

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D. Please indicate how many employees the Applicant Company has sent to the United States in the previous 12 months, and which visa categories these employees used (e.g., B1/B2 visas, J1 visas, L1 visas, H1B visas, etc.):

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SECTION IV. DESIGNATED SIGNERS

Employees attending visa interviews arranged through the BVP must provide an authorization letter signed by designated officials from the participating company. Please designate four company employees to sign these authorization letters:

(1) DESIGNATED SIGNER		
Full First and Middle Name	Full Last Name	Nationalities (include all)
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Cedula Number	Passport Number	Sample of Signature

(2) DESIGNATED SIGNER		
Full First and Middle Name	Full Last Name	Nationalities (include all)
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Cedula Number	Passport Number	Sample of Signature

(3) DESIGNATED SIGNER		
Full First and Middle Name	Full Last Name	Nationalities (include all)
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Cedula Number	Passport Number	Sample of Signature

(4) DESIGNATED SIGNER		
Full First and Middle Name	Full Last Name	Nationalities (include all)
Date of Birth (DD-MM-YYYY)	Place of Birth	Email Address
Cedula Number	Passport Number	Sample of Signature

SECTION V. REQUIRED DOCUMENTS

Please attach the following documents to this Application:

- (1) Cover letter on Applicant Company's official letterhead expressing interest in the BVP; and
- (2) Applicant Company's Chamber of Commerce Certificate.

SECTION IV. APPLICATION SUBMISSION

Please scan the completed BVP Application Form and all required documents into PDF format and email the file to the following email address BusinessBogota@state.gov.

The Applicant Company may also include an addendum letter containing additional information that it would like to include in the application.