

#	Service Type	Request submission	Process	Estimate process time
1. Visa				
1.1	E-Buisness Visa	8 working days before commencement of travel	NV to MOFA MOFA approves Approval will be sent to travler	5 to 7 working days
1.2	Buisness Visa on Arrival	Before 7 Working days	NV to MOFA MOFA approves Send approval to Immigration Approval will be sent to traveler	5 to 7 working days
1.3	Conference Visa on Arrival	10 working days before commencement of travel	NV to MOFA MOFA approves Send approval to Immigration Approval will be sent to traveler	5 to 7 working days
1.4	Multiple Visa Extenszion	Before 9 Working days	NV to MOFA MOFA approves Approval will be sent to travler	5 to 7 working days
1.5	Exit Visa	Before 8 Working days	NV to MOFA MOFA approves Approval will be sent to travler	5 to 7 working days
2. Residnet ID				
2.1	New ID	Soon after arrival to the duty station	Apply online NV to MOFA Get approval and obtain ID Deliver to Staff member	15 working Days
2.2	Renewal ID	15 working days before expiration of ID	Apply online NV to MOFA Get approval and obtain ID Deliver to Staff member	10 working Days

2.3	Return ID	5 working days before departure	NV to MOFA Return ID Get formal receipt or acknowledgmen from MOFA Deliver to Staff member	2 days
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Other Protocol Services

3	Duty Free Privilege	Soon after residence ID is processed	Apply online NV to MOFA Get permit and deliver to Staff member	15 working Days and more
4	VIP Lounge Approval	3 working days before commencement of travel	NV to MOFA Send email to Focal person and assinged Protocol Assistant	Same Day
5	Meet and Greet	5 working days	Request Codign Block and Assign Protocol Assistant	
6	Airpot Permit	3 working days	NV to Airport security Provide to Staff Member	2 days
7	National passport	2 working days	NV to Immigration Provide to Staff Member	2 days
8	Hotel Booking	15 working days	Request booking by email to concerned hotel	1 day