

2 VISA PHOTOS MUST BE  
ATTACHED

VISA  
APPLICATION:  
PLEASE TYPE

Signature of Applicant

## **INSTRUCTIONS**

You must follow all instructions in order for the applications to be accepted. Please keep in mind that our office will not be able to edit the visa application form or make any corrections on your behalf.

- *Your application must be typed.*
- *Your name(s) on your visa application must be exactly as they appear on your passport.*
- *You may not leave ANY question blank. If a section does not apply to you, you must write N/A.*
- *You must include dates of travel and length of stay. Cuba uses the following format for dates: DD/MM/YYYY.*
- *The questions in the last section (“Have you visited Cuba previously?”) apply to previous trips to Cuba. If “yes,” fill out the details accordingly. If “no,” write N/A for every section.*
- *Please insert your highest level of education in the place of study section.*
- *Note that some fields have already been filled in for your convenience. Please do not alter them.*
- *The Cuban visa application format and margins may not be changed. You must fit your responses in the given spaces only.*
- *The Cuban Interests Section in Washington requires on average a minimum of 20 business days to process applications.*
- *Please do not share this document. It is an official document only used for U.S. government employees traveling to Cuba on official business.*

Please send WHA/CCA's Consular Unit ([WHA-CCA-ConsularUnit@state.gov](mailto:WHA-CCA-ConsularUnit@state.gov)) a draft version of your application, so we can review it and notify you if adjustments are needed. The Cuban Interests Section will return applications that are not filled out correctly; further delaying the process. Once the Consular Unit has reviewed your application, please submit the **original signed application, two passport photos stapled to the top right of the application, and a signed passport with at least six months validity remaining** to WHA/CCA to be submitted to the Cuban Interests Section. Applications can be delivered to Main State Room 3234 or sent to the address below. If you mail your application, we recommend that you use UPS or FedEx and please provide a tracking number to us so we can be on the lookout for it.

*U.S. Department of State  
2201 C Street, NW  
WHA/CCA, Room 3234  
Washington, D.C. 20520*

Note: All U.S. government travelers must complete an [eCountryClearance](#) request before traveling. Please CC your POC at post.

Those with a security clearance must receive a Cuba-specific briefing from Diplomatic Security prior to travel. Please contact Mark P. Evans ([EvansMP1@state.gov](mailto:EvansMP1@state.gov)) to arrange for this briefing, or for the material to be transmitted to your agency's security personnel so that they may brief you. All non-State Department U.S. government travelers and contractors must request their security clearance information is passed to DS/SI/PSS ([securityclearance@state.gov](mailto:securityclearance@state.gov)).

## Charter Flights

Several air charter companies service Havana from Miami. Flight schedules are subject to frequent change. Travelers must contact these companies directly to make reservations. Neither WHA/CCA nor USINT is responsible for making charter travel arrangements. A list of charter companies and booking instructions follow.

<u>AIRLINE</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
A B C	(305) 263-6555	(305) 263-7187 (305) 263-6987	<a href="mailto:travel@abc-charters.com">travel@abc-charters.com</a> <a href="mailto:boomez@abc-charters.com">boomez@abc-charters.com</a>
Wilson	(305) 662-6842 (305) 261-1324	(305) 667-4417	<a href="mailto:maylady@wilsoncharter.com">maylady@wilsoncharter.com</a> <a href="mailto:yamira@wilsoncharter.com">yamira@wilsoncharter.com</a>
Gulfstream	(305) 428-2828	(305) 428-2826	<a href="mailto:mrodriguez@Gulfstreamair.com">mrodriguez@Gulfstreamair.com</a> <a href="mailto:elizaorama1965@hotmail.com">elizaorama1965@hotmail.com</a> <a href="mailto:mdiaz@gosilver.com">mdiaz@gosilver.com</a>
C T S	(305) 476-9400	(305) 446-0560	<a href="mailto:mayda@cubatravelservices.com">mayda@cubatravelservices.com</a> <a href="mailto:ssissi@cubatravelservices.com">ssissi@cubatravelservices.com</a> <a href="mailto:mortiz@cubatravelservices.com">mortiz@cubatravelservices.com</a>
C & T	(305) 445-6422	(305) 445-3355	
Marazul (Miami)	(305) 559-7114 1-800-993-9667	(305) 559-8258	<a href="mailto:sonyagm@marazulmiami.com">sonyagm@marazulmiami.com</a> <a href="mailto:ivonep@marazulmiami.com">ivonep@marazulmiami.com</a>
Xael	(305) 643-2200	(305) 643-4844	<a href="mailto:eacevedo@xaelcharters.com">eacevedo@xaelcharters.com</a> <a href="mailto:mcasals@xaelcharters.com">mcasals@xaelcharters.com</a> <a href="mailto:fgil@xaelcharters.com">fgil@xaelcharters.com</a>

At the end of the document, you can find the charter flight schedule for March 2015.

### Instructions for Charter Flights

- Please call the charter company directly to make your reservation. Most charters will not make reservations until your Cuban visa is approved.
- You should be able to pay for the ticket over the phone with a credit card or at the counter in Miami with cash or a credit card, but verify with the charter when making the reservation. Some charge a credit card transaction fee.
- Make arrangements to be at the charter's counter **AT LEAST three (3) hours** prior to departure. Charter flight check-in closes one (1) hour prior to departure time.
- Make sure you are standing in the correct line by double checking with the charter flight counter. Many charter flights depart from the same terminal.

## **Helpful Information for Traveling to Cuba**

- Arriving in Havana: Be careful what kind of books/literature you try to bring into the country; certain topics may be cause for greater scrutiny. If Cuban authorities attempt to take something (electronic or otherwise), politely explain that you are traveling with a diplomatic or official passport and explain what the item is; Cuban authorities usually relent. If they insist, give them the item, but do not leave the airport without a receipt. If they do confiscate an item, inform the U.S. Interests Section (USINT) immediately.
- Electronics and Electronic Files: Note that State Department Diplomatic Security recommends NOT bringing any electronics. If you bring your U.S. government BlackBerry or personal phone, please keep it with you at all times. If you need any presentations or documents while in Cuba, please send them to your POC at USINT in advance or bring them on a CD or thumb drive that you can destroy or leave behind.
- Phones: Your U.S. government issued BlackBerry and personal phone will NOT work in Cuba. USINT will provide you with local phones that only have call and text capabilities. Please note that you will be able to call the United States, but rates are very expensive. Phone dialing instructions from the USA to a phone in Cuba: 011+ 53 + 8 digit number; from a cell in Cuba to the USA: 119+ 1+ (area code) + number. NOTE: USINT will use your travel fund cite to cover the cost of cell phone service while in Cuba. The travel fund cite is distinct from your travel orders, unless your travel orders specifically authorize cell phone charges. Please send your fund cite as soon as your travel is authorized. USINT will not issue a cell phone without a fund cite.
- Transportation: Taxis are plentiful and safe for afterhours throughout Havana. Talk with your POC at USINT about transportation to/from the airport.
- Money Exchange: USINT can exchange your dollars (in cash or check) for local currency. At the end of your visit, USINT can exchange any remaining local currency for dollars. You must present a copy of your travel orders. Personal checks should be made out to "USINT Havana" with the last 4 digits of your SSN somewhere on the check.
- USINT Contact Information:

USINT  
Ave. Calzada e/ L y M, Vedado  
Ciudad de la Habana, Cuba  
Switchboard number: 7839-4100  
Post One: 7839-4222

## **Other Helpful Websites**

### **U.S. Department of State Websites**

<http://www.treasury.gov/press-center/press-releases/Pages/jl9740.aspx>

[http://www.travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1097.html](http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_1097.html)

### **Department of Treasury**

<http://www.treasury.gov/resource-center/sanctions/Programs/pages/cuba.aspx>

### **Cuban Interests Section**

<http://www.cubadiplomacia.cu/sicw/EN/Home.aspx>

Day	Charter Co.	Aircraft	Routing	Flight	Dep. Mia	Arr. Hav	Routing	Flight	Dep. Hav	Arr. Mia
SUNDAY										
1-8-15-22	CTS	B737-800	MIA-HAV	SCX8830	8:15	9:15	HAV-MIA	SCX8831	15:15	16:15
1-8-15-22	Island Travel	B737-400	MIA-HAV	SWQ503	9:15	10:15	HAV-MIA	SWQ504	11:15	12:15
1-8-15-22	Xael	MD-83	MIA-HAV	WAL426	10:00	11:15	HAV-MIA	WAL427	12:15	13:00
1-8-15-22	ABC	AAL9429	MIA-HAV	AAL9428	12:45	13:45	HAV-MIA	AAL9429	14:45	15:45
1-8-15-22	Gulfstream	MD-83	MIA-HAV	FAO252	13:00	14:00	HAV-MIA	FAO253	15:00	16:00
1-8-15-22	ViajeHoy	B737-800	MIA-HAV	RBY3145	14:15	15:15	HAV-MIA	RBY3146	16:15	17:15
1-8-15-22	Wilson	MD-80	MIA-HAV	WAL1701	15:00	16:00	HAV-MIA	WAL1702	17:00	18:00
1-8-15-22	ABC	AAL9437	MIA-HAV	AAL9436	17:35	18:35	HAV-MIA	AAL9437	19:35	20:35
MONDAY										
2-9-16-23-30	Wilson	MD-80	MIA-HAV	WAL1701	8:00	9:00	HAV-MIA	WAL1702	10:00	11:00
2-9-16-23-30	CTS	B737-800	MIA-HAV	SCX8830	8:30	9:30	HAV-MIA	SCX8831	10:30	11:30
2-9-16-23-30	Island Travel	B737-400	MIA-HAV	SWQ503	9:00	10:00	HAV-MIA	SWQ504	11:00	12:00
2-9-16-23-30	ABC	B737-800	MIA-HAV	AAL9426	11:30	12:30	HAV-MIA	AAL9427	13:30	14:30
2-9-16-23-30	Gulfstream	MD-83	MIA-HAV	WAL252	13:00	14:00	HAV-MIA	WAL253	15:00	16:00
2-9-16-23-30	ViajeHoy	B737-800	MIA-HAV	SWQ3145	14:00	15:00	HAV-MIA	SWQ3146	16:00	17:00
TUESDAY										
3-10-17-24-31	Xael	MD-83	MIA-HAV	WAL426	8:00	9:15	HAV-MIA	WAL427	10:15	11:30
3-10-17-24-31	CTS	B737-800	MIA-HAV	SCX8830	9:30	10:30	HAV-MIA	SCX8833	11:45	12:45
3-10-17-24-31	ViajeHoy	B737-800	MIA-HAV	RBY3145	10:00	11:00	HAV-MIA	RBY3146	12:00	13:00
3-10-17-24-31	Gulfstream	MD-83	MIA-HAV	WAL252	13:00	14:00	HAV-MIA	WAL253	15:00	16:00
WEDNESDAY										
4-11-18-25	Marazul	B737-800	MIA-HAV	AAL9454	8:00	9:00	HAV-MIA	AAL9455	10:00	11:00
4-11-18-25	Gulfstream	MD-83	MIA-HAV	WAL252	8:00	9:00	HAV-MIA	WAL253	10:00	11:00
4-11-18-25	CTS	B737-800	MIA-HAV	SCX8830	8:15	9:15	HAV-MIA	SCX8831	10:15	11:15
4-11-18-25	Island Travel	B737-400	MIA-HAV	SWQ503	9:00	10:00	HAV-MIA	SWQ504	11:00	12:00
4-11-18-25	ViajeHoy	B737-800	MIA-HAV	RBY3145	10:30	11:30	HAV-MIA	RBY3146	12:30	15:30
4-11-18-25	ABC	B737-800	MIA-HAV	AAL9440	12:30	13:30	HAV-MIA	AAL9441	14:30	15:30
THURSDAY										
5-12-19-26	CTS	B737-800	MIA-HAV	SCX8830	7:00	8:00	HAV-MIA	SCX8831	14:10	15:10
12-19-26	ViajeHoy	B737-800	MIA-HAV	SWQ3145	7:45	8:45	HAV-MIA	SWQ3146	9:45	10:45
19-26	Gulfstream	MD-83	MIA-	WAL252	8:00	9:00	HAV-	WAL253	10:00	11:00

			<b>HAV</b>				<b>MIA</b>			
5-12-19-26	<b>Wilson</b>	MD-80	<b>MIA-HAV</b>	WAL1701	8:00	9:00	<b>HAV-MIA</b>	WAL1702	10:00	11:00
5-12-19-26	<b>Xael</b>	MD-83	<b>MIA-HAV</b>	WAL426	8:00	9:15	<b>HAV-MIA</b>	WAL427	10:15	11:30
5-12	<b>Gulfstream</b>	MD-83	<b>MIA-HAV</b>	WAL252	13:00	14:00	<b>HAV-MIA</b>	WAL253	15:00	16:00
5-12-19-26	<b>Marazul</b>	B737-800	<b>MIA-HAV</b>	AAL9468	14:00	15:00	<b>HAV-MIA</b>	AAL9469	16:00	17:00
5	<b>ViajeHoy</b>	B737-800	<b>MIA-HAV</b>	SWQ3145	14:15	15:15	<b>HAV-MIA</b>	SWQ3146	16:15	17:15
5-12-19-26	<b>Island Travel</b>	B737-400	<b>MIA-HAV</b>	SWQ505	19:00	20:00	<b>HAV-MIA</b>	SWQ506	21:00	22:00
<b>FRIDAY</b>										
20-27	<b>Gulfstream</b>	MD-83	<b>MIA-HAV</b>	WAL252	8:00	9:00	<b>HAV-MIA</b>	WAL253	10:00	11:00
6-13-20-27	<b>Wilson</b>	MD-80	<b>MIA-HAV</b>	WAL1701	8:00	9:00	<b>HAV-MIA</b>	WAL1702	10:00	11:00
6-13-20-27	<b>CTS</b>	B737-800	<b>MIA-HAV</b>	SCX8830	8:30	9:30	<b>HAV-MIA</b>	SCX8831	10:30	11:30
6-13-20-27	<b>Island Travel</b>	B737-400	<b>MIA-HAV</b>	SWQ503	9:00	10:00	<b>HAV-MIA</b>	SWQ504	11:00	12:00
6-13-20-27	<b>Xael</b>	MD-83	<b>MIA-HAV</b>	WAL426	9:30	10:45	<b>HAV-MIA</b>	WAL427	11:45	13:00
6-13-20-27	<b>ABC</b>	B737-800	<b>MIA-HAV</b>	AAL9450	12:40	13:40	<b>HAV-MIA</b>	AAL9451	14:40	15:40
6-13	<b>Gulfstream</b>	MD-83	<b>MIA-HAV</b>	WAL252	13:00	14:00	<b>HAV-MIA</b>	WAL253	15:00	16:00
6-13-20-27	<b>ViajeHoy</b>	B737-800	<b>MIA-HAV</b>	SWQ3145	14:00	15:00	<b>HAV-MIA</b>	SWQ3146	16:00	17:00
<b>SATURDAY</b>										
14-21-28	<b>Marazul</b>	MD-83	<b>MIA-HAV</b>	ENY9528	7:00	8:10	<b>HAV-MIA</b>	ENY9529	9:10	10:30
7-14-21-28	<b>Island Travel</b>	B737-400	<b>MIA-HAV</b>	SWQ503	7:30	8:30	<b>HAV-MIA</b>	SWQ504	9:30	10:30
7-14-21-28	<b>ViajeHoy</b>	B737-800	<b>MIA-HAV</b>	SWQ3145	7:45	8:45	<b>HAV-MIA</b>	SWQ3146	9:45	10:45
7-14-21-28	<b>Xael</b>	MD-83	<b>MIA-HAV</b>	WAL426	8:00	9:15	<b>HAV-MIA</b>	WAL427	10:15	11:30
7-14-21-28	<b>ABC</b>	B737-800	<b>MIA-HAV</b>	AAL9470	8:00	9:00	<b>HAV-MIA</b>	AAL9471	15:40	16:45
21-28	<b>Marazul</b>	MD-84	<b>MIA-HAV</b>	WAL5901	10:00	11:00	<b>HAV-MIA</b>	WAL5902	12:00	13:00
7-14-21-28	<b>Gulfstream</b>	MD-83	<b>MIA-HAV</b>	WAL252	13:00	14:00	<b>HAV-MIA</b>	WAL253	15:00	16:00
7-14-21-28	<b>CTS</b>	B737-800	<b>MIA-HAV</b>	SCX8830	17:15	18:15	<b>HAV-MIA</b>	SCX8833	19:30	20:30

**Round ticket HAV/MIA/HAV is 432.00 cuc adults /233.00 cuc children under 12 years**

**One Way ticket HAV/MIA/HAV is 333.00 cuc adults 184.00 cuc children under 12**

**This schedule can be subject to change**

<b>Day</b>	<b>Charter Co.</b>	<b>Aircraft</b>	<b>Routing</b>	<b>Flight Arr.</b>	<b>Dep. Tpa</b>	<b>Arr.Hav</b>	<b>Routing</b>	<b>Flight Dep.</b>	<b>Dep. Hav</b>	<b>Arr. Tpa</b>
<b>SUNDAY</b>										
1-8-15-22	<b>CTS</b>	B737-800	<b>TPA-HAV</b>	SCX8834	12:55	14:15	<b>HAV-TPA</b>	SCX8835	10:15	11:35
<b>TUESDAY</b>										
3-10-17-24-	<b>ABC</b>	A 320	<b>TPA-</b>	JBU8937	8:00	9:20	<b>HAV-</b>	JBU8938	10:20	11:40



31			HAV				TPA			
THURSDAY										
5-12-19-26	CTS	B737-800	TPA-HAV	SCX8834	11:35	12:55	HAV-TPA	SCX8835	9:15	10:35
SATURDAY										
7-14-21-28	ABC	B737-800	TPA-HAV	AAL9472	13:20	14:40	HAV-TPA	AAL9473	10:00	11:10

Round ticket HAV/TAMPA/HAV is 500.00 cuc Adults and 267.00 cuc Children under 12 years.  
One Way ticket HAV-TPA 384.00 cuc Adults / 209.00 cuc children under 12  
 This schedule can be subject to change

Day	Charter Co.	Aircraft	Routing	Flight Arr.	Dep. Fll	Arr.Hav	Routing	Flight Dep.	Dep. Hav	Arr. Fll
FRIDAY										
6-13-20-27	Xael	A 320	FLL-HAV	JBU8617	11:00	12:15	HAV-FLL	JBU8618	13:15	14:30

Round ticket HAV/FLL/HAV is 444.00 cuc Adults and 239.00 cuc children under 12 years.  
One Way ticket HAV-FLL 342.00 cuc Adults / 188.00 cuc children under 12  
 This schedule can be subject to change