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**HIGH COMMISSION OF THE REPUBLIC OF CYPRUS**

**PRETORIA**

**The High Commission of the Republic of Cyprus wishes to inform that will relocate to its newly owned premises situated in 375 Marais street in Brooklyn on 17 July 2014. In this respect the High Commission of the Republic of Cyprus will remain closed on 17 and 18 July 2014.**

**Please note that, as from Monday 21 July 2014 the following** **new procedures will be in place at the Consular Section as well as at the Branch of the Consular Section of the High Commission in Johannesburg, located at the premises of the Cyprus Brotherhood of South Africa in Bedfordview.**

**Procedure for visa application submissions and collections in the Consular Section of the High Commission in Pretoria**

The Consular Section of the High Commission of the Republic of Cyprus will be open to visa applicants, couriers, travel agencies and authorized representatives from Monday to Thursday between 8.30 and 10.00 hrs for visa application submission and collections.

For your convenience, please prepare your application file in advance and bring all the necessary documents with you. Please note that in order to be able to travel in due time, you should submit your visa application at least 15 days in advance. Processing period for a visa is 3-4 working days. When you submit successfully your application you will receive a payment receipt with the collection date on it. In case that your application does not have all the required documents, we will have to refuse to receive it and we will advise you in writing about the documentation missing.

For collection of visas by a representative, an authorization letter duly completed and certified should be presented at the High Commission. A copy of the authorization letter can be obtained from the website of the High Commission of the Republic of Cyprus ([www.mfa.gov.cy/highcompretoria](http://www.mfa.gov.cy/highcompretoria)). In case you can’t present an authorization letter or it is not properly completed, we will be in the unpleasant position to refuse to deliver your passport.

Please note that due to personnel shortage we do not have the capacity to answer visa related questions by telephone. Visa application forms, detailed list of required documents and information can be obtained from our website ([www.mfa.gov.cy/highcompretoria](http://www.mfa.gov.cy/highcompretoria)). Any enquiries can be made by email to pretoriaconsulate@mfa.gov.cy.

**Submission of consular applications in the Consular Section of the High Commission**

The Consular Section of the High Commission of the Republic of Cyprus will be accessible by appointment only from Monday to Thursday between 10.30 -12.30 hrs for submission of consular applications (passports, identity cards, citizenship applications, consular legalizations and certifications). For appointments please contact us directly on 073 3695622, Monday to Friday, during the telephone hours of the Consular Section of the High Commission between 13:00 -15:30 hrs.

Each applicant must make a separate appointment. Couples and/or families are allowed to apply on a joint appointment. In this respect, you are kindly requested to indicate the exact number of persons and applications to be submitted when you call for an appointment.

Access to the High Commission is given only to the persons indicated on the list of appointments. Those arriving too late are not allowed to enter and must make a new appointment. You do not need an appointment to collect your Cypriot passport, identity card or citizenship. Collections can be made between 10.30-12.30 hrs, Monday to Thursday.

For your convenience please prepare your application file in advance and bring all the necessary original documents and copies with you.

Please note that due to personnel shortage we do not have the capacity to answer consular related questions by telephone. All consular application forms, detailed list of required documents and information can be obtained from our website ([www.mfa.gov.cy/highcompretoria](http://www.mfa.gov.cy/highcompretoria)). Any enquiries can be made by email to pretoriaconsulate@mfa.gov.cy.

 **Branch of the Consular Section of the High Commission of the Republic of Cyprus in Bedfordview**

The Branch of the Consular Section of the High Commission of the Republic of Cyprus in Bedfordview will be accessible by appointment only every Friday at the premises of the Cyprus Brotherhood of South Africa between 9.00-14.00hrs (until further notice) and according to the demand of appointments. For appointments in Bedfordview please contact us directly on 073 3695622, Monday to Friday, during the telephone hours of the Consular Section of the High Commission between 13:00 -15:30 hrs.

Please note that due to personnel shortage we do not have the capacity to answer consular related questions by telephone. All consular application forms, detailed list of required documents and information can be obtained from our website ([www.mfa.gov.cy/highcompretoria](http://www.mfa.gov.cy/highcompretoria)). Any enquiries can be made by email to pretoriaconsulate@mfa.gov.cy.