

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- One completed and signed visa application form (see attached). These must be typed; handwritten applications are not accepted.
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background. You must wear professional attire in the photographs; suit jackets are recommended for both men and women.
- Copy of flight itinerary
- International Certificate of Vaccination for Yellow Fever

BUSINESS TRAVELERS must also include:

- A business letter from their U.S. company, addressed to "Consulate General of Angola, New York". This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- A copy of the D.A.R. (document confirming collection of income tax) provided by the organization to be visited in Angola.
- A letter of invitation from the organization to be visited in Angola (faxed or scanned copies accepted.) The letter must be notarized and authenticated by the Foreign Ministry of Angola. The letter must be addressed to "Consulate General of Angola, New York" and must be in Portuguese. A sample is attached.

FLIGHT CREW TRAVELERS must also include:

- A business letter from their flight department, addressed to "Consulate General of Angola, New York". This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the organization to be visited in Angola (faxed or scanned copies accepted.) The letter must be addressed to "Consulate General of Angola, New York" and must be in Portuguese, and notarized and authenticated. A sample is attached.
- A copy of the flight crew ID.

TOURIST TRAVELERS must also include:

- A letter of invitation from a host or sponsor in Angola. Faxed or scanned copies are accepted.
- A copy of a bank or credit card statement showing the availability of at least \$200 per day for the stay in Angola. Account numbers may be blacked out for privacy.

NOTES:

Applicants for Work, Residence, or Official visas should contact G3 for additional requirements.

Processing times may be extended without warning if the Consulate petitions for approval from the Foreign Ministry in Luanda, Angola. Approval typically takes 3-4 weeks to come through, but may take as long as 8 weeks. For fastest service, we recommend that you request that your business contact or tour operator in Angola contact the Foreign Ministry to request approval for you several weeks before you submit your visa application.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	14 Business Days	18 Business Days	22 Business Days
Tourist	\$282.00	\$191.00	\$141.00
Business	\$282.00	\$191.00	\$141.00
Flight Crew	\$282.00	\$191.00	\$141.00
Work	\$600.00	\$450.00	\$300.00

G3 Processing Fees

Visa Type	14 Business Days	18 Business Days	22 Business Days
Tourist	\$125.00	\$80.00	\$60.00
Business	\$140.00	\$90.00	\$65.00
Flight Crew	\$140.00	\$90.00	\$65.00
Work	\$140.00	\$90.00	\$65.00



VISAS & PASSPORTS

NEW YORK

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form
ANGOLA

Traveler Information

1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details

Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping

Passports will be returned via Federal Express.

Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery* \$80.00
Saturday Delivery* \$40.00
Same Day Delivery* Please Call
International Delivery* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service

Check here to select Concierge Level Service

Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:

- Dedicated Concierge Level Staff handling your visa request.
Document review via email before you send in your request.
Creation of online visa applications (as applicable).
Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
Tracking of return delivery and follow-up to ensure satisfaction.
Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
Upgrade of FedEx return delivery from Standard to Priority Overnight.
Emergency Concierge Services and Lost Passport Support.
Dedicated Concierge email address (CLS@g3visas.com).

An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 New York: 212.433.1356 Phone 888.448.4727 Toll Free 646.666.7670 Fax NYC@g3visas.com
Attn: Visa Department 60 East 42nd Street Room 2222 New York, NY 10165

www.g3visas.com

Payment Information

Please see the attached visa requirements sheet for applicable fees.

Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #

Total Fees from Visa Requirement Sheet:

Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

For Payment Via Credit Card:

American Express, Discover, MasterCard and Visa only

Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.



**REPÚBLICA DE ANGOLA
CONSULADO GERAL EM
NOVA YORK**

Please attach
your photograph
here

VISA REQUIREMENT FORM

- ▶ Please complete this form in black ink
- ▶ Tick the appropriate box with X
- ▶ Letter of invitation or correspondence sent by the individual or institution to be contacted in Angola
- ▶ Itinerary
- ▶ Your current passport and
- ▶ Two recent passport-sized photographs

TYPES OF VISAS

DIPLMÁTICO DIPLOMAT		OFICIAL OFFICIAL		ORDINÁRIO ORDINARY		TRÂNSITO TRANSIT		TRABALHO WORK PERMIT		RESIDÊNCIA RESIDENT PERMIT
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1- Nome: _____ 2- Apelido: _____
Name Last name

3- SEXO: M _____ F _____
SEX

4- Data de Nascimento: ____/____/____ 5- Naturalidade: _____
Date of Birth (dd/mm/yy) Nationality of origin

6- País de Nascimento: _____ 7- Nacionalidade Actual: _____
Country of Birth Current Nationality

8- Estado Civil: Solteiro(a) _____ Casado(a) _____ Separado(a) _____ Divorciado(a) _____ viúvo(a) _____
Marital Status Single Married Separated Divorced Widowed

Nome da Esposa (o) _____
Spouse's Name

9- Passaporte N°: _____ 10- Emitido em: _____
Number of Passport: Place of Issue

11- Nome da Instituição Emissora: _____
Name of issuing authority

12- Aos: ____/____/____ 13- Válido até: ____/____/____
Issue date (dd/mm/yy) Valid until (dd/mm/yy)

14- Profissão: _____ 15- Cargo que ocupa: _____
Trade or profession Occupation

16- Local de Trabalho: _____
Place of Work

17- Morada Actual: _____
Current Address

18- Telf./Fax: _____ 19- E-mail: _____

20- Tel./Fax da pessoa alternativa: _____
Phone /Fax number of alternative person

21- Nome do Pai: _____
Father's name

22- Nacionalidade do Pai: _____
Father's Nationality

23-Nome da Mãe: _____
Mother's name

24-Nacionalidade da Mãe: _____
Mother's Nationality

25-Motivo da Viagem: _____ 26-Local de Hospedagem: _____
Purpose of Trip Place of Residence in Angola

27-Província: _____ 28-Município: _____ 29-Bairro: _____ 30-Rua: _____
Province Municipal District Street

31-Casa n.º _____ 32-Apt.º _____ 34-Andar _____
House nr. Apt. Floor

35-Pessoa, Companhia ou Organismo que se responsabilizará pela sua Estadia: _____
Person, company or institution responsible for your staying

36-Última permanência em Angola: Data: _____ / _____ / _____
Last permanence in Angola Date (dd/mm/yy)

37-Nome e contactos da pessoa que pode fornecer informações em Angola
Name and contacts details of the person who can provide information in Angola

38-Direcção Completa: _____
Full address

39-Período de estadia em Angola: _____
Length of stay in Angola

40-Nome da Pessoa que o (a) acompanha: _____ Relação _____
Name and of the Person traveling with you Relationship

Nome ou organismo solicitante: _____
Name or organization asking
Ref.^a _____ Data: _____ / _____ / _____
Reference Date

**A SER PREENCHIDO SOMENTE PELO SOLICITANTE DE VISTO DE TRÂNSITO
TO BE FILLED BY TRANSIT VISA APPLICANTS ONLY**

41-País de Destino: _____
Country of Destination

42-Motivo da Viagem: _____
Purpose of the Trip

43-Possui Visto de Permanência ou de Residência do país de destino?
Have you Permanence or Residence Visa of the country of destination?

SIM YES		NÃO NO		Validade: _____ / _____ / _____ Expire date
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44-Tempo de permanência em Angola: _____ 45-Data de saída de Angola: ____/____/_____
Time of permanence in Angola Date of departure from Angola (dd/mm/yy)

**A SER PREENCHIDO SOMENTE PELO SOLICITANTE DE VISTO DE TRABALHO
TO BE FILLED BY WORK PERMIT APPLICANTS ONLY**

46-Nome do Organismo contratante: _____
Name of organization contractor

47-Endereço completo: _____
Full address

48-Função a exercer: _____
Occupation to be performed

49-Data do início do contrato: ____/____/_____
Contract starting date

50-Data do fim do contrato: ____/____/_____
Contract ending date

**A SER PREENCHIDO SOMENTE PELO SOLICITANTE DE VISTO PARA FIXAÇÃO DE
RESIDÊNCIA
TO BE FILLED BY RESIDENT PERMIT APPLICANTS ONLY**

51-Razão porque quer residir em Angola: _____
Reason to seek residence in Angola

52-Temporariamente _____ Definitivamente _____
Temporarily Definitively

53-Pretende residir com o seu Agregado familiar? SIM _____ NÃO _____
Do you intend to live with your Family? YES NO

54-ESPOSA _____ ESPOSO _____ FILHOS _____ OUTROS _____
WIFE HUSBAND CHILDREN OTHERS

Nome da Esposa (o)
Spouse's name

Nome das crianças
Children's name 1

2

3

Outros (specificar) _____
Others (specify)

55-Meios de subsistência: _____
Means of subsistence

O Responsável

Data ____/____/____

ASSINATURA LEGIVEL

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2011

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

Jeremy Simmons *(Insert your name)*, Vice President *(Insert your position)*, International Public Policy, East Coast Promotions, Inc. *(Insert the name of your company)* is planning a business trip to *(Country you are traveling to)* on Monday, August 3 through August 17 *(Dates of your trip)*. During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford *(Insert Name of Contact)* at:

Overseas Company Name
Street Address
City, Country Zip code
Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(Country you are traveling to)*.

He requests that you issue a *(insert type and duration of visa)* visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart *(Please have someone other than the applicant sign this letter.)*
Senior Vice President
East Coast Promotions, Inc.

Sample Business Letter For Flight Crew

*****Please print your business letter on company stationery*****

June 15, 2011

Consulate General of *(Country you are traveling to)*
Consular Section

To Whom It May Concern:

Please be advised that the below listed individuals are applying for **Flight Crew** visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of *(name of your flight department)*

Pilots: Primary Captain(s):
Backup(s):

First Officer Primary:
Backup:

Flight Attendant Primary:

Date of Arrival #1: July 13, 2009 Date of Arrival #2 *(if applicable)*

Airport of Arrival: *City*

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2009 Date of Departure #2 *(if applicable)*

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to give me a call directly at *(contact number)*.

Best Regards,

(Signature here, must be signed by someone other than the applicants)

Title



Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationery*****

This letter must be notarized and authenticated by the Angolan Foreign Ministry.

June 1, 2011

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) to visit (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephor

(*It is important to indicate which company and individual you are going to visit.*)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith
Executive Officer
Overseas Company, Inc.