

## 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).
- One passport-style (2"x2") photograph taken within the last 6 months. It must be on photo paper and have a plain white background.
- Copy of flight itinerary

**BUSINESS TRAVELERS must also include:**

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on original letterhead and signed by a representative of the company other than the applicant. A sample is attached.

**NOTES:**

It is recommended that U.S. Citizens who will travel to Armenia via Russia obtain their Armenian visas in advance.

Transit visa applicants must possess a visa to their ongoing destination. Transit visas are valid for three days only.

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

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	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Single Entry, 120 Days	\$45.00	\$45.00	\$45.00
Multiple Entry, 120 Days	\$112.00	\$112.00	\$112.00
Transit, Single Entry	\$32.00	\$32.00	\$32.00
Transit, Multiple Entry	\$53.00	\$53.00	\$53.00

### G3 Processing Fees

Visa Type	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Tourist	\$140.00	\$100.00	\$65.00
Transit	\$140.00	\$100.00	\$65.00
Business	\$170.00	\$135.00	\$100.00
Flight Crew	\$170.00	\$135.00	\$100.00



VISAS & PASSPORTS

WASHINGTON, DC

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

5F A 9B 5
Visa Order Form

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 \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery\* \$84.00
Saturday Delivery\* \$44.00
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

\*These services may not be available for all delivery locations.

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 Washington, DC: Attn: Visa Department
703.276.8472 Phone 3300 N Fairfax Drive
888.883.8472 Toll Free Suite 220
703.524.3374 Fax Arlington, VA 22201
info@g3visas.com

www.g3visas.com

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.

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:

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 ՀՀ ՄՈՒՏՔԻ ՎԻԶԱ ՄՏԱՆԱԼՈՒ (ԵՐԿԱՐԱԶԳԵԼՈՒ) ՀԱՄԱՐ

**APPLICATION FORM  
 FOR ENTRY VISA TO THE REPUBLIC OF ARMENIA**

Լուսանկար  
 Recent  
 photograph  
 30x40mm

1. Ազգանուն, անուն/Surname, name			
2. Ծննդյան օրը, ամիսը, տարեթիվը և վայրը/Date <sup>1</sup> & place of birth			
3. Քաղաքացիությունը/Nationality		4. Սեռը/Sex	Male (ա) Female (հ)
5. Հասցեն/Address			
	6. Հեռախոս/Telephone		
7. Չբաղմունքը/Occupation			
8. Այցելության (վիզայի ժամկետի երկարաձգման) նպատակը/Purpose of visit			
9. Այցերի քանակը Number of entries	Single (եզակի) Multiple (բազմակի)	10. Կեցության ժամկետը Duration of stay	
11. Ընդունող կազմակերպության անվանումը (հրավիրողի ազգանունը, անունը) և հասցեն Name (Surname) & address of inviting organization/person			
12. Անձնագրի տեսակը և համարը/Passport type & number			
13. Երբ է տրված/Issued on <sup>1</sup>		14. Ուժի մեջ է մինչև/Valid until <sup>1</sup>	
15. Դիմելու նպատակը (նշել)/Purpose of application (please select)			
Տրամադրել մուտքի վիզա To obtain entry visa		Երկարաձգել վիզայի ժամկետը To extend visa	
16. Ամսաթիվ/Date <sup>1</sup>		17. Ստորագրություն/Signature	

**Ծառայողական նշումներ / For official use only**

1. Վիզայի համարը		2. Վիզայի տեսակը	
3. Վիզայի կողը		4. Վիզան տալու (ժամկետը երկարաձգելու) և դրա վավերականության ժամկետը	
5. Վիզայի տրամադրման կամ ժամկետի երկարաձգման համար վճարված պետական տուրքի չափը			
6. Ստորագրություն			

<sup>1</sup> All dates must be filled out in the following format dd/mm/yyyy (For example 26/03/1998)

# 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.