



WASHINGTON, DC

Visa Requirements BARBADOS

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 original I-94.
- Two completed and signed visa application forms (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.

BUSINESS and FLIGHT CREW 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 letterhead and signed by a representative of the company other than the applicant. A sample is attached.

TOURIST TRAVELERS must also include:

- A copy of hotel reservations.

NOTES:

U.S. Citizens do not require visas to visit Barbados.

Certain nationalities may be subject to increased processing time.

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 7 Business Days	Priority 10 Business Days	Expedited 14 Business Days
Single Entry	\$105.00	\$105.00	\$105.00
Multiple Entry	\$205.00	\$205.00	\$205.00

G3 Processing Fees

Visa Type	Mission Critical 7 Business Days	Priority 10 Business Days	Expedited 14 Business Days
Tourist	\$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.

Visa Order Form
BARBADOS

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

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).

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:
Embassy Fee x # of Travelers =
G3 Processing Fee x =
Concierge Level Service (Optional) x =
Shipping Fee =
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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

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.)



VISA APPLICATION

Form J



A Personal Details			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other (please specify)			
Surname		Maiden Name	
Given names			
Date of Birth (DD MM YYYY)		Gender <input type="checkbox"/> M <input type="checkbox"/> F	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other <input type="checkbox"/>
Any Other Names			
Place of Birth		Country of Birth	
Nationality (Current)		Nationality (former)	
Occupation			
B Passport			
Passport Number		Date of Issue (DD MM YYYY)	Date of Expiry (DD MM YYYY)
Place of Issue		Issuing Country	
C Permanent Address			
Street Address			
City/Town	Country	Post/Zip Code	Telephone
D Intended Address			
Street Address			
City/Town	Country	Post/Zip Code	Telephone
E-mail Address			
E Visit Information			
Reason for Visit		Date of Arrival (DD MM YYYY)	
Date(s) of Previous Visits, if any		Means of Support	
Have you ever been convicted of any criminal offence? If yes, give details <input type="checkbox"/> Yes <input type="checkbox"/> No			
F Visa Type			
Single Entry <input type="checkbox"/> Multiple Entry <input type="checkbox"/>			

I certify that I have read and understood the questions set forth in this application and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry.
 (sign within box)

Affix Photo Here
(3cm X 4cm)

- Two** DOCUMENTS TO BE SUBMITTED
- (i) ~~One~~ (2) passport size photo
 - (ii) Valid Passport
 - (iii) Bankers Draft for the sum of US \$60.00 (Multiple Entry) or US \$50.00 (Single Entry)

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