

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.
- One completed and signed visa application form (see attached). All questions on the application must be answered; if a question does not apply, write "N/A" or "None". Incomplete applications will delay processing.
- One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- Proof of health insurance (copy of your health insurance card, or proof of purchase of travel insurance)
- 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.
- A business letter of invitation from the organization to be visited in Belarus. It must be printed on the official letterhead with a registration number and date of issue, and must have the signature of an official and a corporate seal. The letter should specify the duration of your stay and state that you will abide by the laws of Belarus. Faxes or copies are acceptable. A sample is attached.

TOURIST TRAVELERS must also include:

- A letter of invitation from your hotel or tour agency in Belarus. It must be printed on letterhead with a registration number and date of issue, and must have a signature and a corporate seal. The letter should specify the duration of your stay and state that you will abide by the laws of Belarus. Faxes or copies are acceptable. A sample is attached.

HOMESTAY VISA APPLICANTS must also include:

- The original homestay invitation ("zaprashenne"), which your host will acquire for you at the local passport and visa office of the Ministry of Interior. In cases of family emergencies, you may submit a certified cable from a doctor or a clinic in Belarus instead of the official invitation.

NOTES:

Citizens of Hong Kong and India must appear in person at the Embassy of Belarus. G3 will be unable to assist with these requests.

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 24 Hours	Priority 5 Business Days	Expedited 10 Business Days
Short Term (valid 90 days)	\$285.00	\$145.00	\$145.00
Long Term (valid 1 year)	\$785.00	\$395.00	\$395.00

G3 Processing Fees

Visa Type	Mission Critical 24 Hours	Priority 5 Business Days	Expedited 10 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.

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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.

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

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
www.g3visas.com

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.

**РЭСПУБЛІКА БЕЛАРУСЬ
ВІЗАВАЯ АНКЕТА**

**THE REPUBLIC OF BELARUS
VISA APPLICATION FORM**

1. Прозвішча/ Family name	4. Пол/ Sex
2. Імя/ First name	<input type="checkbox"/> мужчынскі/ male
3. Іншыя імёны, прозвішчы, у тым ліку дзявочае/ Other names and (or) maiden name	<input type="checkbox"/> жаночы/ female

Фотаздымак/ Photo

5. Дата нараджэння/ Date of birth	6. Месца нараджэння/ Place of birth																	
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>day</td><td>month</td><td colspan="5">year</td><td> </td><td> </td> </tr> </table>									day	month	year							краіна/ country горад/ city вобласць(раён)/ region
day	month	year																

**Службовыя адзнакі/
For official use**

7. Цяперашняе Грамадзянства(ы)/ Current citizenship(s)

Калі Вы мянялі грамадзянства(ы), назавіце грамадзянства(ы), якія былі ў Вас раней, і вызначце дату(ы) яго(іх) змены /
If you changed your citizenship(s) specify citizenship(s) you held previously and indicate dates of acquiring a new citizenship(s)

Дата звароту:

Падставы:

- сапраўдны пашпарт
- візавая падтрымка
- фінансавыя сродкі
- страхоўка
- інтэрв'ю

8. Тып пашпарта/ Type of passport	9. Нумар пашпарта/ Passport number	12. Дата выдачы/ Date of issue																	
<input type="checkbox"/> звычайны/ ordinary <input type="checkbox"/> дыпламатычны/ diplomatic <input type="checkbox"/> службовы/ official <input type="checkbox"/> іншы дакумент/ other document:	10. Кім выдадзены/ Issuing authority	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>day</td><td>month</td><td colspan="5">year</td><td> </td><td> </td> </tr> </table>									day	month	year						
day	month	year																	
	11. Дзе выдадзены/ Place of issue	13. Тэрмін дзеяння/ Valid until																	
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Расшэнне по звароту:

- ад
- станючае
- адмоўнае

14. Адрас сталага месца жыхарства/ Permanent home address

краіна/ country вобласць(раён)/ region
 горад/ city вуліца/ street
 нумар дома/ building number нумар квартэры/ apartment number
 нумар тэлефона/ phone number e-mail

Тып візы:

- B
- C
- D

15. Месца працы і службовы адрас/ Place of work and work address

прадпрыемства/ company пасада/ position
 краіна/ country вобласць(раён)/ region
 горад/ city вуліца/ street
 нумар дома/ building number нумар тэлефона/ phone number

Кратнасць візы:

- 1
- 2
- шм

16. Тып візы/ Type of visa	17. Катэгорыя візы/ Category of visa	18. Колькасць уездаў/ Number of entries
<input type="checkbox"/> індывідуальная/ individual <input type="checkbox"/> групавая/ group	<input type="checkbox"/> транзітная/ transit <input type="checkbox"/> кароткачасовая/ short-term <input type="checkbox"/> доўгатэрміновая/ long-term	<input type="checkbox"/> аднаразовая/ single <input type="checkbox"/> двухразовая/ double <input type="checkbox"/> шматразовая/ multiple

Мэта візіту:

- транзіт
- дзелавыя стасункі
- удзел у спартыўных/ культурных мерапрыемствах
- прэса
- гуманітарная
- рэлігійныя стасункі
- з правам працы па найму
- турызм
- на вучобу
- прыватная
- наведванне месцаў пахавання
- на сталае жыхарства
- службовая
- дыпламатычная

19. Тэрмін дзеяння візы/ Term of visa validity

з/ from	па/ until	на тэрмін знаходжання/ for a term of stay																																								
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20. Назва запрашаючай арганізацыі або імя запрашаючай асобы/ Name of inviting organisation or person

21. Адрас запрашаючай арганізацыі або асобы/ Address of inviting organization or person

вобласць/ region горад/ city
 вуліца/ street нумар дома/ building number
 нумар квартэры/ apartment number нумар тэлефона/ phone number
 нумар факса/ fax number e-mail

Віза:

№

22. Адрас знаходжання ў Беларусі/ Address of stay in Belarus

вобласць(раён)/ region горад/ city
 вуліца/ street нумар дома/ building number
 нумар квартэры/ apartment number гасцініца/ hotel

Сапраўдная:

з

па

23. Падрабязнае тлумачэнне мэты візіту/ Detailed explanation of a purpose of visit

Sample Tourist Invitation from Belarus

Company/organization letter-head

current issue, date

TO: Embassy of the Republic of Belarus in the USA

PETITION FOR ENTRANCE TO THE REPUBLIC OF BELARUS AND ISSUANCE OF SORT-TERM VISA FOR TRAVEL WITH TOURIST PURPOSES (WITHOUT EMPLOYMENT AUTHORIZATION)

We would like to ask you to issue _____ short-term visa to enter
(single-, double- entry)
The Republic of Belarus with tourist purposes from _____ until _____ for citizen
(stateless) _____,
(citizenship, country of permanent residence)

(name as indicated in the passport)
born _____, passport or travel document # _____,
(DOB) (passport/travel document number)
valid through _____.
(date of expiration)

Tour includes: _____
(tour program and tourist services (at least two))

_____ provided for realization of the tour)
Tourist services are providing on the basis of: _____
(tourist voucher number or

_____ date and number of other agreement)

We undertake to take the necessary steps to make the official registration for this foreigner, to make certain that the foreigner leaves the country upon the stated period is over and in case of deportation or expulsion to reimburse the expenses concerned with deportation or expulsion according to the art. 65 of the law of the Republic of Belarus "About the legal status of foreign citizens and stateless".

(Position, name & sign of the organization (company) bound by corporate seal)

Sample Business Invitation from Belarus

Company/organization letter-head

current issue, date

Embassy of the Republic of Belarus in the USA

PETITION FOR THE VISA TO THE REPUBLIC OF BELARUS WITH BUSINESS PURPOSES (WITHOUT EMPLOYMENT)

We would like to ask you to issue _____ short-term visa to enter
(single-, double-, multiple- entry)
The Republic of Belarus from _____ until _____ for citizen (stateless)

(Country of permanent residence)

(Name as indicated in the passport)
born _____, passport _____.
(DOB) (passport number, date of expiration)

The stay of mentioned person in the Republic of Belarus is essential for:

(indicate purpose of visit)

Position of foreigner in a foreign organization (company) is:

(position and employer)

Primary activity of our organization (company) is

(single, double, multiple)
In view of the aforesaid we would like to inform you that the _____
entry to the country is needed for this foreigner during the stated period.

We undertake to take the necessary steps to make the official registration for this foreigner, to make certain that the foreigner leaves the country upon the stated period is over and in case of deportation or expulsion to reimburse the expenses concerned with deportation or expulsion according to the art. 65 of the law of the Republic of Belarus "About the legal status of foreign citizens and stateless".

(Position, name & sign of the organization (company) bound by corporate seal)

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