

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).
- One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.
- International Certificate of Vaccination for Yellow Fever.

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.

NOTES:

For visa requests requiring 48 Hour processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

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	48 Hours	6 Business Days	10 Business Days
Multiple Entry, valid 3 years	\$180.00	\$140.00	\$140.00

G3 Processing Fees

Visa Type	48 Hours	6 Business Days	10 Business Days
Tourist	\$90.00	\$75.00	\$60.00
Business	\$105.00	\$80.00	\$60.00
Flight Crew	\$105.00	\$80.00	\$60.00



Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Visa Order Form BENIN

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: _____
Please provide an email address so we may send you shipping and status updates.

Return Shipping

Passports will be returned via Federal Express.

Select One:

<input type="checkbox"/> 3 Business Day Delivery	\$16.00
<input type="checkbox"/> Standard Overnight Delivery	\$25.00
<input type="checkbox"/> 8 AM Delivery**	\$80.00
<input type="checkbox"/> Saturday Delivery**	\$40.00
<input type="checkbox"/> Same Day Delivery**	Please Call
<input type="checkbox"/> International Delivery**	Please Call

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

Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- 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 call confirming package receipt in G3's office.
- Personal telephone calls confirming 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 and emergency page number.

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" 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 embassy and G3 processing 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:

	Fee	x # of Travelers	=	Total
Embassy Fee	_____	x _____	=	_____
G3 Processing Fee	_____	x _____	=	_____
Concierge Level Service (Optional)	_____	x _____	=	_____
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: _____

RESERVE AU CONSULAT

REFERENCE :
 TAXES PERCUES :
 MODE DE PAIEMENT :

REPUBLIQUE DU BENIN
 AMBASSADE AUX ETATS-UNIS D'AMERIQUE
 2124 Kalorama Rd N.W.
 Washington, D.C. 20008

**DEMANDE POUR UN VISA
 DE UN JOUR A TROIS MOIS**

**APPLICATION FOR A VISA FOR A STAY
 ONE DAY TO THREE MONTHS**

Nom (en capitales) : _____
 Surname (in capitals)

Née : _____
 (Nom de jeune fille)
 Maiden Name

Prénoms : _____
 First names (in small letters)

Né le _____ à _____
 Born on

Nationalité _____ D'origine : _____
 Nationality _____ at birth
 actuelle : _____
 present

Situation de famille : _____ Enfants : Nombre _____ Ages _____
 Married or single Number of children Ages

Résidence (adresses exacte) _____
 Present address in full

Téléphone _____
 Phone

Profession: _____
 Occupation
 Situation militaire : _____
 Military service status

Passeport N° _____

Delivré le (Issued on) : _____

par (by) _____

valable jusqu'au _____
 valid until

Transit à destination de : _____

Transit en route to

Avec arrêt de : _____ jours

With a stay of

Nature et durée du visa sollicité
 (Le cadre ci-contre doit être rempli par le
 demandeur qui rayera les mentions inutiles)

Type and validity of visa requested :
 (The space opposite should be filled in)

SEJOUR DE : _____ jours
 STAY OF _____ days
 _____ mois
 _____ months

Nombre d'entrées sollicitées

[] unique
 [] multiple

Motifs du voyage : _____
 Reason for journey

Avez-vous déjà résidé en République du Bénin pendant plus de trois mois sans interruption ? _____
 Have you already resided in the Republic of Benin for more than three months continuously ?

Précisez à quelle date: _____
 When (give exact date) :

Attaches familiales en République du Bénin (adresses exactes : rue et n° _____)
 Have you any relations in the Republic of Benin (give full addresses, including street and street number

Références dans le pays de résidence (adresse) : _____
Reference in the country of residence (give full address)

Indication précise du lieu d'entrée en République du Bénin : _____
State exact point of entry into the Republic of Benin

Indication de vos addresses exactes en République du Bénin pendant que vous y séjournerez _____
State your full address, during your stay in the Republic of Benin

Comptez-vous installer en République du Bénin un commerce ou une industrie ? _____
Do you intend to establish a business or a factory in the Republic of Benin ?

Où comptez-vous vous rendre en sortant de la République du Bénin ? _____

Je déclare avoir donné des réponses exactes et complètes à toute les questions de la présente demande.
I declare that I have answered all required questions in this application fully and truthfully.

Signature du requérant
Signature of Applicant

Date



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