



WASHINGTON, DC

# Visa Requirements BRUNEI

## Required Documents Checklist

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

- Your original valid signed passport. It must have at least six blank visa pages and more than six months before expiry.
- Non-US citizens must provide a copy (front and back) 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, 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.
- A letter of invitation from the company to be visited in Brunei. Faxed or scanned copies are accepted; sample attached.

**TOURIST TRAVELERS must also include:**

- A letter addressed to "Embassy of Brunei" describing the dates and reasons for the visit.

**NOTES:**

US Citizens do not require visas to Brunei for trips of less than 90 days.

Visa processing times may be extended by one month or longer if the Embassy must request approval from immigration authorities in Brunei.

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	8 Business Days	12 Business Days
Single Entry	\$14.00	\$14.00
Multiple Entry, Valid 3 Months	\$22.00	\$22.00

### G3 Processing Fees

Visa Type	8 Business Days	12 Business Days
Tourist	\$80.00	\$60.00
Business	\$85.00	\$65.00
Flight Crew	\$85.00	\$65.00



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

# Visa Order Form BRUNEI

## 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](http://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](mailto:info@g3visas.com)

[www.g3visas.com](http://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:	_____
			<b>Total Payment Enclosed:</b>	_____

### 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: \_\_\_\_\_



RECENT  
PHOTOGRAPH

**IMMIGRATION DEPARTMENT  
NEGARA BRUNEI DARUSSALAM**

**VISA APPLICATION FORM**

(PLEASE COMPLETE IN BLOCK LETTERS)

Full Name :		Name in Chinese Characters : (If Applicable)	
Present Nationality :	Former Nationality (If Applicable) :		
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth :	Place of Birth :
Occupation :	Home Address : .....		Religion :
Particulars of Passport/Cert. of Identity: No. : ..... Issued at ..... on ..... Valid until .....			
Purpose of Entry <input type="checkbox"/> Holiday <input type="checkbox"/> Business <input type="checkbox"/> Interview <input type="checkbox"/> Visit Relatives <input type="checkbox"/> As Dependant <input type="checkbox"/> Employment <input type="checkbox"/> In Transit			
Contact Address in Brunei Darussalam : 1) If a private visit give name, address and relationship of host. 2) If a business or professional visit give name and address of firm to be visited. 3) If for employment state the name and address of Employer. 4) If in transit state the country of destination. ..... ..... .....			
Particulars of persons accompanying applicant and included in his/her passport :			
Full Name :	Name in Chinese Characters : (If Applicable)	Sex	Date
Type of visa required : Standrad Single Entry <input type="checkbox"/> Multiple Entry <input type="checkbox"/> Employment <input type="checkbox"/>			
Has the Applicant been refused entry to or deported from any Country? If 'Yes', give details on a separate sheet of paper. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the Applicant been convicted in a Court of Law in any Country? If 'Yes', give details on a separate sheet of paper. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Proposed Length of Stay	Proposed Date of Entry to Brunei Darussalam	Date of Previous Visit to Brunei Darussalam and in what capacity	
How much money is available for your visit (Evidence of this may be required)?			
Present Address :		Telephone Number :	
a) I hereby declare that all the particulars furnished by me in this application are true. b) I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Brunei Darussalam. c) I further undertake not to be engaged in any form of employment or business without the written consent of the Controller of Immigration, Brunei Darussalam. d) I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undersirable or prohibited immigrant he will cancell my immigration pass and the passes of the members of my family and we may be required to leave Brunei Darussalam within 24 hours of such cancellation. e) Also, I understand that immigration status and period of stay to be granted are decided by the Brunei Darussalam Immigration authorities upon my arrival.			
Date: .....		..... Signature of Applicant	

# 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\*\*\*\*\*

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

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*).

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.