

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, signed visa application forms. Applications must be typed or completed on the attached fillable PDF, printed and
- 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.
- 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.
- A letter of invitation from the company to be visited in Cameroon. Faxed or scanned copies are accepted; a sample is attached.

TOURIST TRAVELERS must also include:

- A copy of your most recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

TOURIST TRAVELERS BRINGING GUNS to Cameroon to hunt must also include:

- Two completed, signed Gun Permit Applications. Applications must be typed or completed on the attached fillable PDF, printed and signed.
- Four additional passport-style (2"x2") photographs taken within the last 6 months (total of six photos).
- Original proof of legal ownership of the firearms listed on the application, such as a gun registration. Originals will be returned with the visa.
- Notarized resume or Curriculum Vitae.
- Medical certificate or letter from doctor attesting the applicant is in good health to hunt in Cameroon.

NOTES:

*Tourist visa applicants requiring gun permits must apply for the three month validity visa.

**The processing time and fee for a gun permit is in addition to the fees and time required to process the tourist visa.

Former citizens of Cameroon must submit a copy of their birth certificate or Cameroon passport.

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 9 Business Days	Priority 12 Business Days	Expedited 18 Business Days
Multiple Entry, 3 Months*	\$146.00	\$146.00	\$146.00
Multiple Entry, 6 Months	\$280.00	\$280.00	\$280.00

G3 Processing Fees

Visa Type	Mission Critical 9 Business Days	Priority 12 Business Days	Expedited 18 Business Days
Tourist	\$140.00	\$100.00	\$65.00
Tourist with Gun Permit*	\$200.00	\$160.00	\$125.00
Business	\$170.00	\$135.00	\$100.00
Flight Crew	\$170.00	\$135.00	\$100.00

Gun Permit Fees

Visa Type	20 Business Days**	30 Business Days**
Temporary Gun Permit, valid 3 months (Allows import of one gun and up to 50 rounds of ammunition.)	\$648.00	\$648.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form
RUSSIA

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).

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:

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.

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.

EMBASSY OF THE REPUBLIC
OF CAMEROON

Tél. : (202) 265-8790

Fax : (202) 387-3826

Email: cs@cameroonembassyusa.org



AMBASSADE DE LA REPUBLIQUE
DU CAMEROUN

1700 Wisconsin Avenue, N.W.

Washington, DC 20007

www.cameroonembassyusa.org

DEMANDE DE VISA / VISA APPLICATION

(ECRIRE EN LETTRES MAJUSCULES SEULEMENT / WRITE IN CAPITAL LETTERS ONLY)

Etat-Civil du voyageur / Civil Status of the traveler

Noms : _____ Prénoms : _____

Surname Given Names

Née / Maiden Name* : _____ Date de Naissance : _____

Date of Birth Jour/Day Mois/Month Année/Year

Lieu de naissance / Place of Birth

Ville / City or Town : _____ Pays / Country : _____

Nationalité / Nationality

Origine / Origin: _____ Actuelle/ Current: _____

Naturalisé(e) le* : _____ *Si cela s'applique
Naturalized on If applicable*

Photographie
(Agrafez ou collez la photo)

2 inches X 2 inches

Photograph
(Staple or glue the photo)

Informations sur le passeport du voyageur / Traveler's Passport Information

Passeport N° : _____ Pays ou Autorité Emettrice : _____

Passport N° Issuing Country or Authority

Date de délivrance : _____ Lieu de délivrance : _____ Date d'expiration _____

Date of issue Place of issue Date of expiration

Informations sur le voyageur / Information about the traveler

Noms des parents / Parents' names :

Père/Father: _____ Mère/Mother: _____

Situation familiale / Family status : Célibataire / Single Marié(e) / Married^(a) Pas Marié(e) mais vivant en couple^(a)
 Divorcé(e) / Divorced Veuf (ve) / Widow(er) *Unmarried but living with a partner*

^(a) Nom, sexe et numéro de téléphone de l'époux (se) ou du (de la) partenaire

Provide spouse's or partners NAME, SEX, and PHONE NUMBER:

Enfants / Children: - Nombre / Number: _____ || - Age / Age: 0 - 5 5 - 10 10 - 15 Plus de 15 / Over 15

Profession: _____ **Employeur:** _____ **Situation militaire:** _____

Occupation Employer Military status

Adresse et contact du voyageur / Traveler's address and contact information

Adresse/Address : Rue/Street address: _____ Apt. N° _____

Ville/City: _____ Etat/State: _____ Zip Code _____ Pays/Country _____

Tél./Phone: Cell: (_____) _____ Autre #/Other #: (_____) _____ E-mail: _____

Personne à contacter en cas d'urgence / Emergency contact person: Nom / Name _____

Numéro de Tel. / Phone Number (_____) _____ Lien/Relationship _____

Nature et durée du visa sollicité / Type and duration of visa requested:

Séjour De / Stay Of _____ Jours / Days (ou bien cocher la case ci-dessous qui s'applique / or check the corresponding box below)

Un Mois / One Month Trois Mois / Three Months Six Mois / Six Months Autre / Other _____

Entrées / Entries : Unique / Single Multiple / Multiple

Motif(s) du voyage / Reason(s) for traveling: (cocher les cases qui s'appliquent / check all that apply)

Affaires / Business Etudes / Studies Famille / Family Officiel / Official Visite / Visit

Tourisme / Tourism Transit / Transit Autre / Other _____

Réservé au Service Consulaire / Reserved to the Consular Service

VISA N° _____

Plans de voyage / Travel plans :

Date et lieu de départ des Etats-Unis / *Date and place of departure from the USA:* _____

Date et lieu d'entrée au Cameroun / *Date and place of entry in Cameroon:* _____

Date et lieu de départ du Cameroun / *Date and place of departure from Cameroon :* _____

Où comptez-vous vous rendre en sortant du Cameroun ? _____

Where do you intend to go when leaving Cameroon?

Avez-vous déjà visité le Cameroun? Si oui, A quelle(s) date(s) : _____

Have you ever visited Cameroon? If yes, When? _____

Avez-vous déjà habité le Cameroun pendant plus de trois (03) mois sans interruption ? OUI/YES^(b) NON/NO

Have you ever made an uninterrupted stay of more than three (03) months in Cameroon?

^(b) Précisez à quelles dates : _____

If yes, specify the dates _____

Attaches familiales au Cameroun (adresses exactes) : _____

Relatives in Cameroon (exact addresses) _____

Références au Cameroun (nom et adresse exacte) : _____

References in Cameroon (name and exact address) _____

Indiquez les noms et adresses des commerçants/industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires

Give names and addresses of businessmen/manufacturers you wish to meet if this is a business trip: _____

Comptez-vous installer au Cameroun un commerce ou une industrie ? OUI/YES^(c) NON/NO

Do you intend to establish a business in Cameroon?

^(c) Veuillez Spécifier/Expliquer : _____

Please specify/explain _____

Indiquez vos adresses exactes au Cameroun pendant votre séjour : _____

Specify your exact addresses during your stay in Cameroon _____

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour au Cameroun, à ne pas chercher à vous y installer définitivement et à quitter le territoire à l'expiration du visa qui vous sera éventuellement accordé ?

Do you agree not to accept any employment, either at a salary or for room and board during your stay in Cameroon, not to seek to remain in Cameroon permanently and to leave the Cameroonian territory at the expiration of the visa that may be granted to you?

OUI/YES NON/NO

. Ma signature engage ma responsabilité et m'expose, en sus de poursuites prévues par la loi en cas de fausse déclaration, à me voir refuser tout visa à l'avenir.

. My signature renders me responsible and exposes me, in case of any false statements, in addition to any penalties imposed by law, to be refused any Cameroon visa in the future.

Signature (*Must be that of the requester him/herself*)
(Doit être celle de la personne requérante elle-même)

Date

FORMULAIRE DE DEMANDE D'AUTORISATION TEMPORAIRE
APPLICATION FOR A TEMPORARY PERMIT

D'IMPORTATION D'ARMES ET DE MUNITIONS POUR LES TOURISTES ETRANGERS
FOR THE IMPORTATION OF FIREARMS AND AMMUNITIONS BY FOREIGN TOURISTS

Je Soussigné,
I, the Undersigned

Nom de Famille: _____ Prénoms: _____
Last Name: _____ First & Middle Names: _____

Né le: _____ A: _____
Born on: _____ At: _____

Nationalité: _____ Profession: _____
Nationality: _____ Occupation: _____

Adresse Complète: _____
Complete Address: _____

Numéro de Tel.: _____ Adresse Email: _____
Phone Number: _____ Email Address: _____

Passeport N°: _____ Délivré à: _____
Passport N°: _____ Issued at: _____

Par: _____ Le: _____
By: _____ On: _____

Ai l'honneur de solliciter une autorisation d'importation pour la chasse, et de détention pendant mon séjour en République du Cameroun pour:

Hereby solicit an authorization to import for hunting purposes, and to keep in my possession during my stay in the Republic of Cameroon:

Un (1) _____ Calibre _____
One (1) : _____ Caliber : _____

Marque: _____ N° de Série _____
Make : _____ Serial N° : _____

Munitions
Ammunition : _____

Permis de détention N° _____ Délivré le _____ A _____
Permit to keep firearms N° _____ Issued on _____ At _____

Date

Signature (Must be that of the requester him/herself)

(*) Hunting guns introduced into Cameroon must be re-exported by the beneficiary of the permit that may/will be issued.
N.B. Once issued, a temporary permit has a validity of no more than Three (3) months from the date of issuance.

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.