G3 VISAS & PASSPORTS

WASHINGTON, DC

Visa Requirements CANADA

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 valid U.S. Visa and original I-94. F1 student visa holders must also submit an original I-20 or SEVIS form signed by the school within the past three months.
- [ ] 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.
- [ ] Copy of hotel reservations.

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 organziation to be visited in Canada. A sample is attached.

TRAVELERS who will visit Canada to RECEIVE A NEW U.S. VISA must also include:

- [ ] A copy of your appointment confirmation with the U.S. Consulate.
- [ ] Your original I-797.

NOTES:

U.S. citizens and permanent residents (Alien Registration Card holders) traveling to Canada for business or tourism do not require visas but are required to show their valid passport. Permanent residents must show both their original Alien Registration Card and valid passport from their country of origin.

The Embassy of Canada is closed every Wednesday; please note that Wednesday does not count as a processing day.

Business visas are issued for meetings and conferences only; you can not work in Canada on a business visa.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	3 Business Days	6 Business Days	10 Business Days
Single Entry	$100.00	$75.00	$75.00
Multiple Entry	$200.00	$150.00	$150.00

G3 Processing Fees

Visa Type	3 Business Days	6 Business Days	10 Business Days
Tourist	$90.00	$65.00	$66.00
Business	$100.00	$75.00	$60.00
Flight Crew	$110.00	$80.00	$65.00
Transit	$90.00	$65.00	$55.00

G3 VISAS & PASSPORTS

Traveler Information CANADA

Traveler Information

1. Traveler Name _____
   Date of Birth _____

2. Traveler Name _____
   Date of Birth _____

3. Traveler Name _____
   Date of Birth _____

4. Traveler Name _____
   Date of Birth _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____

Company Name: _____

Street Address: _____

Apt. /Suite: _____

City: _____

State: _____ Zip Code: _____

Home Phone: _____

Office Phone: _____

Mobile Phone: _____

Fax Number: _____

Email: _____

Please provide your email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

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

Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201

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 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.

Travel Details

Date of US Departure: _____

I must have my passport no later than: _____

Other visas or passport services requested:

Return Shipping

Passports will be returned via Federal Express.

Select One:

☐ 3 Business Day Delivery	$15.50
☐ Overnight Delivery	$23.50
☐ 8 AM Delivery**	$75.00
☐ Saturday Delivery**	$38.50
☐ Same Day Delivery**	Please Call
☐ International Delivery**	Please Call

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

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)
☐ Established Corporate
Account # _____

Total Fees from Visa Requirement Sheet:

	Fee	x	# of Travelers		Total
Embassy Fee		x		=	$0.00
G3 Processing Fee		x		=	$0.00
Shipping Fee	$0.00			=	$0.00
				Subtotal:	$0.00
				Add 5% fee for credit card processing:	$0.00
				Total Payment Enclosed:	$0.00

For Payment Via Credit Card:

American Express, MasterCard and Visa only

Name as it appears on card: _____

Account Number: _____

Expiration Date: _____ Billing Zip Code: _____

Security Code (from back of card): _____

Cardholder Signature:

_____

Sample Business Letter from U.S. Company

*******Please print your business letter on company stationary********

June 1, 2009

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

Please consider the environment before printing this page.

Sample Business Letter For Flight Crew

*******Please print your business letter on company stationary*******

June 15, 2009

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 Flight Crew Letter

Please consider the environment before printing this page.

Sample Business Invitation Letter from Overseas Company

*******Please print your business letter on company stationary********

June 1, 2009

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.

Sample Business Letter

Please consider the environment before printing this page.