

# G3 Visas & Passports



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## Cape Verde Visa Instructions

### Required Documentation

All of documents listed below are required in order to process your request for a visa.

- Original passport with at least 6 months until the expiration date and one unused visa page.
- **Non-U.S. citizens** must include a copy of their Alien Registration Card or U.S. Visa & original I-94.
- One completed and signed visa application form.
- One original passport photo that was taken within the last 6 months. Passport photos must have a light colored background, be 2" by 2" in size and must be on **photo** paper.
- **Business visa applicants** will need to submit a letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee.
- Copy of flight itinerary.
- Please send both this sheet and the attached "Traveler Information" form with all fields completed.

### Applicable Fees

#### Embassy Fees for Visa Processing

Type of Visa	2 Business Days	4 Business Days	7 Business Days
Single Entry - Non-U.S. Citizen only	\$99.16	\$79.16	\$59.16
Multiple Entry - All Travelers	\$153.76	\$133.76	\$113.76

#### G3 Processing Fees

Type of Visa	2 Business Days	4 Business Days	7 Business Days
Tourist	\$90.00	\$80.00	\$65.00
Business	\$100.00	\$80.00	\$60.00
Flight Crew	\$90.00	\$80.00	\$60.00

#### Shipping Fees for Delivery of Visa via Federal Express

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

Note: International delivery is available.

\*\*If available in your area.

G3 Visas acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Consulates, or Embassies in connection with granting visas. G3 Visas takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

## Traveler Information

Note: All fields are required for each individual that will be needing a visa

1. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

## Travel Information

Departure Date: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

## Shipping & Contact Information

Note: This is the address we will ship your Visa to. This must be a physical address - NO PO BOXES

Attention to: \_\_\_\_\_  
Company (If applicable): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Apt/Suite Number: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Postal Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address (Tracking # will be emailed): \_\_\_\_\_

## Payment Information

### Select Payment Type:

- Check  
 Established Acct  
 Credit Card

	Amt from pricing	Total # of Travelers	Total Per Item
Embassy Fee:	X	=	_____
G3 Visa Processing Fee:	X	=	_____
Shipping Fee:	X	=	_____

**Subtotal:** \_\_\_\_\_

Additional 5% fee for Credit Card Payment: \_\_\_\_\_

**Total Payment Enclosed:** \_\_\_\_\_

### For Payment via Credit Card:

Cardholder Name (exactly as it appears on the actual card): \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Expiration Date (mm/yy): \_\_\_\_\_  
Security Code (last 3 digits on the right from the back of the card): \_\_\_\_\_  
Billing Zip Code: \_\_\_\_\_  
Cardholder Signature: \_\_\_\_\_



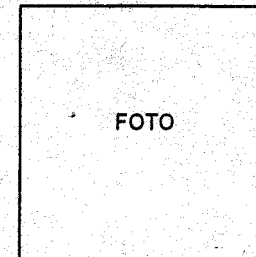
Contact G3 Visas & Passports at 888.883.8472 or www.g3visas.com for instructions and costs

MINISTERIO DOS NEGOCIOS ESTRANGEIROS E DAS COMUNIDADES  
MINISTERE DES AFFAIRES ETRANGERES ET DES COMMUNAUTES  
MINISTRY OF FOREIGN AFFAIRS AND COMMUNITY

EMBASSY OF THE REPUBLIC OF CAPE VERDE TO THE UNITED STATES

DESPACHO.....  
 .....  
 .....  
 Nome da entidade competente:.....  
 .....  
 Funcao:.....  
 .....  
 Assinatura ou rubrica,  
 .....

PEDIDO DE VISTO  
DEMANDE DE VISA  
REQUEST OF VISA



RESERVADO AOS SERVICOS - RESERVE AUX SERVICES - OFFICIAL USE ONLY

Reparticao _____	Tipo de visto _____	Data ___/___/___	Validade ___/___/___	Numero ___/___
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Nome Completo - Prenom et nom - Name and surname

Nacionalidade - Nationalite - Nationality \_\_\_\_\_ Estado civil - Situation de famille - Marital status \_\_\_\_\_

Lugar e data de nascimento - Lieu et date de naissance - Place and date of birth \_\_\_\_\_

Filiacao - Parents \_\_\_\_\_

Profissao - Profession \_\_\_\_\_ Morada actual - Domicile actuel - Present address \_\_\_\_\_

Referencias em Cabo Verde - References au Cap-Vert - References in Cape Verde \_\_\_\_\_

Passaporte No:-Passeport No:-Passport Nr: \_\_\_\_\_ Emitido por - Delivre par - Issued by \_\_\_\_\_

Data de emissao - Date d'expedition - Issue date \_\_\_\_\_ Valido ate - Valable jusqu'au - Valid until \_\_\_\_\_

Motivo de estadia - Raison de sejour - Purpose of stay \_\_\_\_\_

Data de entrada - Date d'entre - Date of entry \_\_\_\_\_ Requer a prorrogacao do visto por mais..... dias  
Demande la prorrogation de visa pour.....jours

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Require visa's prorogation for.....days

Data \_\_\_\_\_  
Date \_\_\_\_\_

Assinatura \_\_\_\_\_  
Signature \_\_\_\_\_

# Sample Business Letter

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

June 1, 2008

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 with a company colleague 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*).

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.