



WASHINGTON, DC

Visa Requirements Central African Republic

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 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
- International Certificate of Vaccination for Yellow Fever

BUSINESS TRAVELERS and FLIGHT CREW 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.

TOURIST TRAVELERS must also include:

- A letter of invitation from their host or tourist company in the Central African Republic.

NOTES:

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	6 Business Days	8 Business Days	10 Business Days
Multiple Entry, Valid 1-5 Month	\$250.00	\$200.00	\$200.00
Multiple Entry, Valid 6-12 Month	\$450.00	\$350.00	\$350.00

G3 Processing Fees

Visa Type	6 Business Days	8 Business Days	10 Business Days
Tourist	\$105.00	\$75.00	\$60.00
Business	\$115.00	\$90.00	\$60.00
Flight Crew	\$115.00	\$90.00	\$60.00



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

Visa Order Form Central African Republic

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.

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 # _____

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.

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: _____

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
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www.g3visas.com

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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: _____

DEMANDE POUR UN VISA

MINISTERE DES AFFAIRES
ETRANGERES
AMBASSADE DE LA
REPUBLIQUE CENTRAFRICAINE
A WASHINGTON

à remplir très lisiblement

Nom
Family name
Née
Maiden name
Prénoms
First and middle names

Né le: à:
Born on Birthplace

Nationalité d'origine: actuelle:
Nationality at birth Present nationality

Situation de famille: Enfants: Nombre: Ages:
Marital status Children: Number Ages

Domicile habituel:
Permanent address

Résidence actuelle:
Present address

Profession:
Occupation

Nom et adresse de l'employeur:
Name and address of employer

Situation militaire:
Military status

Nature du visa sollicité: Transit sans arrêt
Type of visa requested Transit without stopover

Transit avec arrêt jours Court séjour de mois
Transit with stopover Short stay of

Un an Plusieurs voyages (renouvellement)
One year Several trips (Renewal)

Permanent De retour (prolongation)
Permanent Of return (Extension)

Motif détaillé du voyage:
Reason for the trip

Etes-vous allé en R.C.A.:
Have you already visited R.C.A.

A quelle date:
If so, when

Attaches familiales et référence en R.C.A.:
Relatives and references in R.C.A.

Référence dans le pays de résidence:
Reference in country where you reside

Indication précise du lieu d'entrée en R. C. A.:
Port of entry in R.C.A.

Date prévu pour le voyage: Moyen de transport utilisé:
Planned date for your visit Mode of transportation

Adresse prévue en R.C.A.:
Planned address in R.C.A.

Comptez-vous installer un commerce ou une industrie en R.C.A.:
Are you considering/planning the installation of a business or manufacturing activity in R.C.A.

Quel commerce: Quelle industrie:
If so, what business What industry

Où comptez-vous vous rendre en sortant de la R.C.A.:
Where do you intend to go when you leave R.C.A.

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour en R.C.A. à ne chercher à vous installer définitivement et à QUITTER LE TERRITOIRE DE LA R.C.A. A L'EXPIRATION DU VISA qui vous sera éventuellement accordé. I agree not to accept any remuneration for employment of any kind during my stay in Central African Republic, nor to seek permanent residence and TO LEAVE CENTRAL AFRICAN REPUBLIC TERRITORY AT THE EXPIRATION OF THE VISA which will eventually be granted to me.

Ma signature engage ma responsabilité et m'expose en sus des poursuites prévues par la Loi en cas de FAUSSE DECLARATION, à me voir REFUSER TOUT VISA A L'AVENIR.

Every statement herein contained is signed under my own responsibility. Any FALSE DECLARATION on my part may result in my being refused any future visa for the Central African Republic.

A _____, le _____

Signature _____

Photo
Passeport No. _____
Délivré le _____
à _____
par _____
Visa de Retour
No. _____
Délivré le _____
par _____

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