



CHICAGO

Visa Requirements CHILE

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.
- 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 round-trip airline tickets or flight itinerary showing E-Ticket number. The original tickets or itinerary with E-Ticket number must be brought to the consulate when you pick up the visa.
- A letter signed by the applicant describing the details of the trip to Chile.

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.
- An original letter of invitation from the organization to be visited in Chile. A sample is attached.

NOTES:

U.S. Citizens do not require visas for business or tourist trips of less than 90 days. Visas are required for U.S. citizens on official government trips; contact info@g3visas.com to request instructions.

*Visa processing times listed below are in addition to the time required for the consulate to request visa approval from Chile. The visa approval process typically takes 3-4 weeks; visa processing time begins once the approval is received.

All travelers are required to pick up their visas in person from the Consulate of Chile in Chicago. You will be contacted when your visa is complete and ready to be picked up.

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	3-5 Business Days*	7 Business Days*	10 Business Days*
Single Entry	\$75.00	\$65.00	\$40.00
Multiple Entry	\$90.00	\$80.00	\$40.00

G3 Processing Fees

Visa Type	3-5 Business Days*	7 Business Days*	10 Business Days*
Tourist	\$90.00	\$65.00	\$55.00
Business	\$100.00	\$70.00	\$60.00
Flight Crew	\$100.00	\$70.00	\$60.00



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

Visa Order Form

CH@E

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 for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Chicago: 312.704.8472 Phone
 800.830.8472 Toll Free
 312.704.8150 Fax
chicago@g3visas.com

Attn: Visa Department
 11 East Adams
 Suite 1605
 Chicago, IL 60603

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:	_____
			Total Payment Enclosed:	_____

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: _____

CONSULADO GENERAL DE CHILE

TOURIST AND BUSINESS Visa APPLICATION FORM

TYPE OF VISA: TOURIST BUSINESS **NO. OF ENTRIES:** ONE MULTIPLE

IT IS RECOMMENDED THAT APPLICATIONS BE SUBMITTED AT LEAST 3 WEEKS PRIOR TO PROPOSED TRAVEL DATE.

PLEASE TYPE OR PRINT CLEARLY

1. Last Name (as it appears on passport) / Apellidos (tal como aparece en el pasaporte)		2. Sex / Sexo Masculino <input type="checkbox"/> Femenino <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/>	
3. Names (as they appear on passport) / Nombres (tal como aparece en el pasaporte)		4. Date of Birth Day / Fecha de nacimiento (DD/MM/YYYY)	
5. Fathers Name / Nombre del padre		6. Country of Birth / País de Nacimiento	
7. Mother's Name (<u>maiden name</u>) / Nombre de la Madre (apellidos de soltera)		8. Country of Birth / País de Nacimiento	
9. Current Address (Street, City, State and Zip Code) / Dirección Actual			
10. Home Phone Number Teléfono de la casa		Cell Phone Number Teléfono Móvil	Email Address Dirección Correo Electrónico
11. Applicant's Place of Employment(USA) / Nombre lugar de Trabajo (USA)		12. Address / Dirección	13. Phone Number / Teléfono
14. Education (Number of years completed for each level) / N° de Años de Educación (para cada nivel) Primary <input type="checkbox"/> Secondary High School <input type="checkbox"/> College/University <input type="checkbox"/>		15. Profession / Profesión	
Information Regarding Your Trip / Información Pertinente a Su Viaje			
16. City and State of Birth / Ciudad y Estado de Nacimiento		17. Country of Birth / País Nacimiento	18. Nationality (if different) / Nacionalidad
19. Passport N° / N° Pasaporte		20. Date of Issue / Fecha emisión (DD/MM/YYYY)	21. Marital Status / Estado Civil (S) (M) (D) (W)
22. Proposed date of Departure from USA / Fecha de partida desde USA		23. Length of proposed Stay / Tiempo Propuesto de estadía _____ Days	
24. Complete Name of Spouse / Nombre completo del Cónyuge		25. Home Phone Number and Cell Phone Number / Teléfono de la casa y Teléfono Móvil	
26. Contact person <u>in Chile</u> (Name, title and company/school) / Persona de contacto <u>en Chile</u> (Nombre, cargo y compañía/colegio)			
27. Address of contact <u>in Chile</u> / Dirección del Contacto <u>en Chile</u>			
28. Telephone Number in Chile / Teléfono en Chile		29. Fax Number / Numero de Fax (if available)	30. E-Mail address (in Chile) / Correo Electrónico (en Chile)
31. Purpose of Trip			

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.