

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 flight itinerary

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 organization to be visited in Chile. Faxed or scanned copies are acceptable; a sample is attached.

OFFICIAL U.S. GOVERNMENT TRAVELERS must also include:

- Original letter of request from the U.S. Department of State, explaining the purpose of the trip.

NOTES:

U.S. Citizens do not require visas for business or tourist trips of less than 90 days. Visas are required for official government trips.

*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.

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	24 Hours	48 Hours	5 Business Days
Single Entry (Non-U.S.)*	N/A	\$65.00	\$40.00
Multiple Entry (Non-U.S.)*	N/A	\$80.00	\$40.00
Official (U.S. Government)	Gratis	Gratis	Gratis

G3 Processing Fees

Visa Type	24 Hours	48 Hours	5 Business Days
Tourist	\$90.00	\$65.00	\$55.00
Business	\$100.00	\$70.00	\$60.00
Flight Crew	\$100.00	\$70.00	\$60.00
Official (U.S. Government)	\$100.00	\$85.00	\$75.00



Traveler Information CHILE

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 _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		Total Payment Enclosed:	_____

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: _____

**REPUBLICA DE CHILE
 MINISTERIO DE RELACIONES EXTERIORES
 CONSULADO DE CHILE EN WASHINGTON D.C.**

VISA REQUEST FORM

TYPE OF VISA (Circle one)	TOURIST	STUDENT	TEMPORARY RESIDENT	WORK
FULL NAME (AS IT APPEARS ON YOUR PASSPORT)				
SEX	MALE	FEMALE	eMail address	
DATE OF BIRTH (dd/mm/yyyy)				
FATHERS NAME				
	FIRST	MIDDLE	LAST	CITIZENSHIP
MOTHERS NAME				
	FIRST	MIDDLE	LAST	CITIZENSHIP
PERMANENT ADDRESS (USA)				
City	State	ZIP Code		
TELEPHONE NUMBER (USA)				
PLACE OF BIRTH		CITY	COUNTRY	
NATIONALITY				
PASSPORT NUMBER				
PLACE AND DATE OF ISSUE				
MARITAL STATUS				
LEVEL OF EDUCATION	Elementary	Secondary	University	Other
PROFESSION OR ACTIVITY				
NAME AND FULL ADDRESS OF CURRENT IN THE UNITED STATES		Employer	School	University
ADDRESS IN CHILE				ZIP CODE
LENGTH OF STAY IN CHILE				

**GOBIERNO DE CHILE
MINISTERIO DE RELACIONES EXTERIORES
CONSULAR FORM FOR TOURISTS
CONSULATE OF CHILE TO WASHINGTON D.C.**

1. LAST NAME (As shown on your Passport)		2. FIRST AND MIDDLE NAME (As shown in your Passport)	
3. OTHER NAMES			
4. LAST NAME / FATHER NAME		5. LAST NAME / MOTHER NAME	
6. SEX. : MALE / FEMALE		7. DATE OF BIRTH (DD/MM/YYYY)	
8. NATIONALITY. Current / Origin		9. LOCAL DOCUMENT TYPE AND NUMBER (other than Passport)	
10. NATIONALITY	11. HOME ADDRESS		12. HOME TELEPHONE
13. PROFESSION	14. MARITAL STATUS	15. ACTIVITY	
16. EMPLOYER		17. BUSINESS ADDRESS and TELEPHONE	
18. COLOR OF HAIR	19. COLOR OF EYES	20.COMPLEXION	21. HEIGHT
22. PARTICULAS FEATURES			
23. PASSPORT No / TRAVEL DOCUMENT	24. PLACE AND DATE OF ISSUANCE	25. EXPIRATION DATE	
26. TYPE OF VISA	27. REASON OF TRAVEL	28. LENGTH OF PERMANENCE	
29. DETAILS OF HOST (First Name/Last Name - Address and Phone Number)			
30. ARRIVAL DATE	31. ADDRESS & TELEPHONE IN CHILE (Lodging place)	32. DEPARTURE DATE dd/mm/yyyy	
33. SPOUSE (Last Name, Names, Nationality, Date of Birth -dd/mm/yyyy)			
34. CHILDRENS (Last Name, Names, Nationality, Date of Birth -dd/mm/yyyy)			
35. HAVE YOU EVER APPLIED FOR A CHILEAN VISA BEFORE?		36. WHEN?	37. WHERE?
YES	NO	YEAR	
38. DID YOU ENTER TO CHILE?	39. WHEN?	40. LENGTH OF PERMANENCE	41. REASON
YES	NO	YEAR	
42. ANY OF THE FOLLOWING PEOPLE IS IN CHILE NOW? Spouse/Fiancé/Fiancée/Brothers/Sisters/Father/Mother/Sons/Daughters.			
43. LIST THE COUNTRIES WHERE YOU HAVE LIVED FOR MORE THAN SIX MONTHS ALONG THE LAST FIVE YEARS, COMMENCING FROM YOUR CURRENT RESIDENCE.			
AFFIDAVIT: I declare that I am aware that during my stay in Chile I may not carry out gainful activities nor intervene in its internal policy or in acts against its political Constitution or the laws, Decrees and other provisions applicable in its territory and promise, during my stay in Chile NOT to apply for a change of my status as a tourist. I further declare that all the particulars contained in this application are true.			
DATE		APPLICANTS SIGNATURE	
CONSULAR FEES	DATE OF VISA	CONSUL SIGNATURE AND SEAL	

Sample Business Letter from U.S. Company

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

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 For Flight Crew

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

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 Business Invitation Letter from Overseas Company

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

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.