

## 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). The application must be notarized.
- Three passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary

**BUSINESS TRAVELERS must also include:**

- A business letter from their U.S. company (sample attached). This letter must state the applicant's name and position, and must explain the purpose of the trip and provide a financial guarantee for all travel expenses. It must be on letterhead and signed by a representative of the company other than the applicant. The letter must be submitted in both English and Spanish, and must be notarized and certified with an Apostille.\*
- An original Certificate of Corporate Existence issued by the state in which the applicant's company was incorporated. The certificate must have been issued within the last six months, and must be certified with an Apostille.\*
- A letter of invitation from the company to be visited in Colombia. Faxed or scanned copies are acceptable (sample attached).

### NOTES:

\*An Apostille certifies your notarized documents as valid for international use. G3 can handle this process; contact G3 for more information.

U.S. Citizens do not require visas for tourist trips or for business trips of less than 45 days (for business meetings only).

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	5 Business Days	10 Business Days	15 Business Days
Single Entry	\$200.00	\$180.00	\$150.00
Multiple Entry	\$220.00	\$180.00	\$150.00

### G3 Processing Fees

Visa Type	5 Business Days	10 Business Days	15 Business Days
Business	\$110.00	\$90.00	\$65.00



# Traveler Information COLOMBIA

## 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](mailto:info@g3visas.com)

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

[www.g3visas.com](http://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:

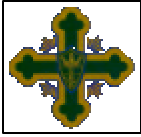
	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		<b>Total Payment Enclosed:</b>	_____

### 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: \_\_\_\_\_  
 \_\_\_\_\_



**FORMULARIO SOLICITUD DE VISA – VISA APPLICATION FORM**

**USO OFICIAL – OFFICIAL USE ONLY**

**Favor completar con datos y marcar con (X) donde corresponda.**

*Please fill in the blanks and check where appropriate.*

**ACTIVIDAD A DESARROLLAR EN COLOMBIA** (*activity to be developed in Colombia*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**No. de RADICACION:** \_\_\_\_\_

**FECHA:** \_\_\_\_\_

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No. de Visa : \_\_\_\_\_

Clase : \_\_\_\_\_

Fecha Exp : \_\_\_\_\_

Ocupación : \_\_\_\_\_

Entidad : \_\_\_\_\_

Vigencia : \_\_\_\_\_

Autorización No.: \_\_\_\_\_

Derechos US\$ : \_\_\_\_\_

PRIMER APELLIDO (*last name - family name*)

SEGUNDO APELLIDO (*maiden name*)

NOMBRES (*given names*)

LUGAR DE NACIMIENTO (*place of birth*)

FECHA DE NACIMIENTO (*date of birth*) [DD/MM/AY]

NACIONALIDAD (*nationality*)

ESTADO CIVIL (*marital status*):

- SOLTERO (single)     CASADO (married)     VIUDO (widowed)     UNION LIBRE (Common Law)     DIVORCIADO (divorced)

PASAPORTE (Passport)     Tarjeta de Extranjería     Cédula de Extranjería    NUMERO (*number*): \_\_\_\_\_

SEXO (*sex*):  M     F

DIRECCION Y CIUDAD DEL ULTIMO PAIS DE DOMICILIO (*complete home address*):

TELEFONO (*home phone No.*):

PROFESION U OFICIO (*profession or job title*):

ENTIDAD LABORAL (Company or Organization):

TELEFONO (*telephone No.*):

DIRECCION PREVISTA EN COLOMBIA (*address while in Colombia*):

TELEFONO (*telephone No.*):

HA SOLICITADO VISA PARA COLOMBIA ANTERIORENTE ? Si la respuesta es NO, continúe en la siguiente hoja.  SI     NO  
*Have you ever applied for a Colombian visa before? If NO, please skip to the following page.* (yes)    (no)

LE HA SIDO NEGADA ALGUNA SOLICITUD?  SI     NO    LE HA SIDO CANCELADA ALGUNA VISA?  SI     NO  
*Has a past application been denied? (yes)    (no)    Have any of your visas been canceled? (yes)    (no)*

TIPO DE VISA NEGADA O CANCELADA \_\_\_\_\_ CUANDO? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(type of visa denied or canceled) (When?) DD / MM / AY*

VISA ANTERIOR \_\_\_\_\_ NUMERO : \_\_\_\_\_  
*(Previous Visa) (Visa number):*

LUGAR DE EXPEDICION \_\_\_\_\_ FECHA : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(place of issue) (Place of issue) DD / MM / AY*

⇨⇨ CONTINÚE AL RESPALDO (PLEASE COMPLETE OTHER SIDE) ⇨⇨

**POR FAVOR LEA Y MARQUE DEBIDAMENTE CADA UNA DE LAS SIGUIENTES PREGUNTAS:  
PLEASE READ AND CHECK THE APPROPRIATE ANSWER TO EACH OF THE FOLLOWING QUESTIONS:**

**ALGUNA VEZ FUE EXPULSADO \_\_\_ O DEPORTADO \_\_\_ DEL PAIS?**  
*HAVE YOU EVER BEEN EXPELLED OR DEPORTED FROM COLOMBIA?*

SI (yes)  NO (no)

**HA TENIDO O TIENE PROCESOS PENALES EN SU CONTRA?**  
*HAVE YOU EVER HAD OR CURRENTLY HAVE ANY PENDING CRIMINAL CHARGES OR CONVICTIONS?*

SI (yes)  NO (no)

**HA PERMANECIDO EN ALGUNA OPORTUNIDAD EN COLOMBIA SIN VISA QUE LO AUTORICE ?**  
*HAVE YOU EVER BEEN IN COLOMBIA WITHOUT AN AUTHORIZED VISA?*

SI (yes)  NO (no)

**PADECE ENFERMEDAD INFECTOCONTAGIOSA O MENTAL?**  
*DO YOU SUFFER FROM ANY INFECTIOUS OR CONTAGIOUS ILLNESS OR MENTAL DISORDER?*

SI (yes)  NO (no)

**ESPECIFIQUE (PLEASE SPECIFY) \_\_\_\_\_**

**RESIDE ALGUN FAMILIAR SUYO EN COLOMBIA (INDIQUE EL NOMBRE, PARENTESCO Y CLASE DE VISA DEL FAMILIAR)**  
*DO YOU HAVE ANY RELATIVE RESIDING IN COLOMBIA (PLEASE LIST NAMES, RELATIONSHIP AND VISA TYPE)*

\_\_\_\_\_  
\_\_\_\_\_

**HE LEIDO Y COMPRENDIDO LAS PREGUNTAS DE LA PRESENTE SOLICITUD Y LAS RESPUESTAS SON CIERTAS.  
ENTIENDO QUE CUALQUIER RESPUESTA FALSA O TERGIVERSADA EN ESTE DOCUMENTO, O LA PRESENTACION DE DOCUMENTOS  
FALSOS O INEXACTOS CONDUCE AL RECHAZO DE LA SOLICITUD,  
LA DENEGACION O CANCELACION DE LA VISA**

*I HAVE READ AND UNDERSTOOD ALL THE ABOVE QUESTIONS IN THIS APPLICATION AND THE ANSWERS ARE TRUE AND CORRECT. I  
UNDERSTAND THAT ANY FALSE OR DISTORTED STATEMENT IN THIS APPLICATION, OR THE SUBMISSION OF ANY INEXACT OR  
FRAUDULENT DOCUMENTATION WILL RESULT IN REJECTION, DENIAL AND/OR CANCELATION OF MY VISA.*

**FECHA DE LA SOLICITUD** \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(APPLICATION DATE) DD / MM / AY*

**FIRMA DEL INTERESADO** \_\_\_\_\_  
*(SIGNATURE.)*

**PASAPORTE No.** \_\_\_\_\_  
*(PASSPORT No..)*

**USO OFICIAL – OFFICIAL USE ONLY**

**OBSERVACIONES Y CONCEPTO DEL SUSTANCIADOR O CONSUL SEGUN EL CASO:**

ESTUDIADO POR

APROBADO POR

# 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 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.