

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). 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.
- Copy of hotel reservations.

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).

TEMPORARY VISIT VISA APPLICANTS must also include:

- An original business letter from the U.S. or Colombian company. 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. If the letter is provided by the U.S. company, it must be submitted in both English and Spanish, and must be notarized and certified with an Apostille.* If the letter is from the Colombian company, it must be notarized in Colombia and have an Apostille from the Legalization office of the Ministry of Foreign Affairs in Bogotá, Colombia.
- Copies of three months of bank statements. Account numbers may be blacked out for privacy; do not obscure other information.

NOTES:

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

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

**This processing speed may not be available for all nationalities.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

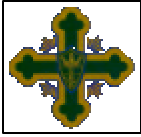
Applicable Fees

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
Temporary Visit	\$110.00**	\$90.00**	\$65.00



FORMULARIO SOLICITUD DE VISA – VISA APPLICATION FORM

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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: _____

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/A Y] _____

NACIONALIDAD (*nationality*) _____

ESTADO CIVIL (*marital status*):

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

**FOTOGRAFIA
PICTURE**

(Por favor pegue la fotografía)
(Please glue picture here)

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 (yes) NO (no)
 Have you ever applied for a Colombian visa before? If NO, please skip to the following page.

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

TIPO DE VISA NEGADA O CANCELADA _____ CUANDO? _____
 (type of visa denied or canceled) (When?) DD / MM / A Y

VISA ANTERIOR _____ NUMERO : _____
 (Previous Visa) (Visa number):

LUGAR DE EXPEDICION _____ FECHA : _____
 (place of issue) (Place of issue) DD / MM / A Y

⇨⇨ 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..)

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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, 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 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.