



WASHINGTON, DC

# Visa Requirements REPUBLIC OF CONGO

## 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.
- Three completed and signed visa application forms (see attached).
- Three 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 Congo (sample attached.) Faxed or scanned copies are acceptable.

**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	3 Business Days	6 Business Days	10 Business Days
Tourist	\$140.00	\$120.00	\$120.00
Business	\$140.00	\$120.00	\$120.00
Flight Crew	\$140.00	\$120.00	\$120.00

### G3 Processing Fees

Visa Type	3 Business Days	6 Business Days	10 Business Days
Tourist	\$90.00	\$70.00	\$60.00
Business	\$105.00	\$70.00	\$60.00
Flight Crew	\$105.00	\$70.00	\$60.00



# Traveler Information REPUBLIC OF CONGO

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

AMBASSADE DE LA REPUBLIQUE  
DU CONGO  
4891 COLORADO AVENUE, N.W.  
WASHINGTON, D.C. 20011  
Tél.: (202) 726-5500  
Fax : (202) 726-1860  
Télex : 197370

( P H O T O )

DEMANDE POUR UN VISA DE  
( V I S A A P P L I C A T I O N F O R )

TRANSIT ; COURT SEJOUR ; LONG SEJOUR.  
TRANSIT ; SHORT STAY ; LONG STAY.

Nom (en capitales):.....  
Family name (printed)

Née (nom de jeune fille):.....  
Maiden name (for married women)

Prénoms:.....  
First name

Né (e) le ..... à .....  
Date of Birth Place of birth

De.....et de.....  
Father Mother

Nationalité d'origine..... actuelle.....  
Citizen of presently

Situation de famille.....  
Family status

Nom et prénoms du conjoint.....  
Family name and first name of husband or wife

Nombre d'enfants.....leur âge.....  
Number of Children Age

Domicile habituel.....  
Permanent residence

Résidence actuelle.....  
Present address

Profession .....  
Occupation

Passeport N°..... Délivré le.....Expire le.....  
Passport Number                      Date of issue                      Date of expiration

Nature et durée du visa sollicité.....  
Type of visa and period of your stay

.....

Motifs détaillés du voyage.....  
Purpose of journey, in detail

.....

.....

Etes-vous déjà venu au Congo? .....  
Have you ever visited this country?

Quant et où?.....  
When and where?

Avez-vous déjà habité le Congo pendant plus de 3 mois consécutifs?  
Have you ever lived in the Congo for more than 3 consecutive  
months ?

.....

A quelle date?.....  
On what date?

Indication précise du lieu d'entrée:.....Date.....  
Give accurately the place of entry                      Date

Indication précise du lieu de sortie:.....Date.....  
Give accurately the place of exit                      Date

Indications de vos adresses exactes(Rue et N°)pendant que vous y  
séjournerez.  
Give your exact addresses (Street and Number) during your stay in  
the country :

.....

.....

Comptez-vous installer un commerce ou une industrie?  
Do you intend to set up a firm or a manufacturing unit? :

.....

Où comptez-vous vous rendre en quittant le Congo?  
Where do you intend to go when you leave the Congo? :

.....

Ma signature engage ma responsabilité et m'expose aux poursuites prévues par la loi en cas de fausse déclaration et à me voir refuser tout visa à l'avenir.

I hereby certify to the truth of all the above, I realize that any false statement renders me liable to legal suit, and that I may be denied any visa in the future.

A....., Le.....  
Dated

Signature,  
Sign,

=====  
EMBASSY ONLY

AVIS ADMINISTRATIF:

.....

.....  
Fac-similé du visa apposé sur le passeport de l'intéressé.

AMBASSADE DE LA REPUBLIQUE  
DU CONGO  
WASHINGTON, D.C.  
-----

Visa N° ..... pour permettre à M.....

..... de Nationalité .....

Titulaire du présent passeport de séjourner dans la République du Congo pendant une période de .....

.....

du..... au.....

WASHINGTON, D.C., LE.....

# 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