



WASHINGTON, DC

Visa Requirements COTE D'IVOIRE

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least one blank visa page 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 I-94.
- Two completed and signed visa application forms (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary
- International Certificate of Vaccination for Yellow Fever

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 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 Cote d'Ivoire. Faxed or scanned copies are accepted. (Sample attached.)

TOURIST TRAVELERS must also include:

- Copy of hotel reservations, or a notarized letter of invitation from a private host in Cote d'Ivoire.

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	4 Business Days	6 Business Days	10 Business Days
Tourist	\$200.00	\$150.00	\$150.00
Business	\$200.00	\$150.00	\$150.00
Flight Crew	\$200.00	\$150.00	\$150.00

G3 Processing Fees

Visa Type	4 Business Days	6 Business Days	10 Business Days
Tourist	\$105.00	\$80.00	\$60.00
Business	\$115.00	\$80.00	\$65.00
Flight Crew	\$135.00	\$90.00	\$65.00



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

Visa Order Form

..... COH9 '8 f# C # 9

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 Washington, DC: 703.276.8472 Phone
 888.883.8472 Toll Free
 703.524.3374 Fax
info@g3visas.com

Attn: 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 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: _____

**AMBASSADE DE COTE D'IVOIRE
AUX ETATS-UNIS D'AMERIQUE**
Section Consulaire de:

Nom: _____

(En capitales)
Family name (Print)

Née: _____

(Nom de jeune fille)
Maiden Name

Prénoms: _____

(En minuscules)
First and middle names

**DEMANDE POUR UN VISA
DE UN JOUR A TROIS MOIS**

à remplir très lisiblement
To be legibly filled out

Né le _____ à _____
(Date of Birth) (Place of Birth)

Nationalité (nationality) { d'origine: (of origin) _____
actuelle: (present) _____
naturalisé le (naturalised on) (date) _____

Situation de famille: _____ Enfants: Nombre: _____ âge: _____
(Family status (single, married, divorced, etc.)) (Children: number) (age)

Domicile habituel: _____
(permanent residence)

Résidence actuelle: (Adresse exacte) _____
(Present residence (exact address))

Profession: _____ Téléphone: _____
(Occupation) (Phone No.)

Situation militaire: _____
(Military status)

Nature et durée du visa sollicité:
(La cadre ci-contre doit être rempli par le demandeur qui rayera les mentions inutiles.)

Nature and length of visa requested:
(This box must be filled in by applicant who will cross out the lines not pertaining to his application.)

Séjour de: _____
Duration of Stay: _____

N° _____
Photographie
Photograph
Passeport n° _____
(Passport #)
délivré le _____
(Date of issue)
par _____
(Place of Issue)
valable jusqu'au _____
(Valid Until)
Carte d'identité
(Card of identity)
Nature: _____
n° _____
(#)
délivrée le _____
(Date of issue)
par _____
(by whom)
valable jusqu'au _____
(date of expiration)

MOTIFS détaillés du voyage: _____
Reasons for traveling (in detail)

Avez-vous déjà habité la Côte d'Ivoire pendant plus de trois mois sans interruption? _____
Have you already made an uninterrupted stay of more than three months in Ivory Coast?

Précisez à quelle date: _____
Give exact date

Indiquez avec précision les noms et les adresses (rue et n°) des commerçants ou des industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires: _____
Give exact names and addresses (street and no.) of businessmen or manufacturers you wish to see if this is a business trip

Attaches familiales en Côte d'Ivoire (Adresses *exactes*: rue et n° _____
Arr relatives in Ivory Coast (exact addresses: street and no.) _____

Références en Côte d'Ivoire (Nom et adresse): _____
References in Ivory Coast (exact name and address) _____

Références aux Etats-Unis: (Adresses *exactes*, rue et n°) _____
References in U.S.A.: (exact addresses: street and no.) _____

Indication précise du lieu d'entrée en Côte d'Ivoire? _____ Date _____
Specify place of arrival in Ivory Coast

Indication de vos adresses *exactes* (rue et numéro) en Côte d'Ivoire pendant que vous y séjournerez: _____
Specify your correct address (street and no.) during your stay in the Ivory Coast.

Comptez-vous installer en Côte d'Ivoire un commerce ou une industrie? _____
Do you intend to establish a business or industry in Ivory Coast?

Où comptez-vous vous rendre en sortant de Côte d'Ivoire? _____
Where do you expect to go when leaving Ivory Coast?

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour en Côte d'Ivoire, à ne pas chercher à vous y installer définitivement et à quitter le territoire Ivoirien à l'expiration du visa qui vous sera éventuellement accordé?

Do you agree not to accept any employment, either as a salary or for room and board during your stay in Ivory Coast: not to seek to remain in Ivory Coast permanently and to leave Ivory Coast territory at the expiration of the visa which may be granted you?

Ma signature engage ma responsabilité et m'expose, en sus de poursuites prévues par la loi en cas de FAUSSE déclaration, à me voir REFUSER TOUT VISA A L'AVENIR.

My signature renders me responsible, and in case of any false statements, in addition to any penalties imposed by law, I understand that I may be refused any Ivory Coast visa in the future.

A _____, le _____ 19____
At: _____, the _____ (date)

Signature:
(signature of passport holder)

POUR L'USAGE DU BUREAU SEULEMENT
For office use only

REPUBLIQUE DE CÔTE D'IVOIRE,
AMBASSADE DE CÔTE D'IVOIRE,
SECTION CONSULAIRE DE WASHINGTON

NOM _____
PRÉNOMS _____
NO. VISA _____
NATURE DU VISA _____
VALABLE POUR _____ VOYAGE _____
UTILISABLE JUSQU' AU _____
POUR UN SÉJOUR DE _____
A COMPTER DU _____

AVIS IMPORTANT

IL EST INTERDIT AU TITULAIRE DU PRÉSENT
VISA DE S'INSTALLER EN RÉPUBLIQUE DE
CÔTE D'IVOIRE OU D'Y EXERCER UNE
ACTIVITÉ AUTRE QUE CELLE QU'IL A
DÉCLARÉ Y VENIR EXERCER.
WASHINGTON, LE _____

F. L'AMBASSADEUR P.O.



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.