



# Visa Requirements

WASHINGTON, DC

DEMOCRATIC 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 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.
- A letter of invitation from the company, hotel, or private host to be visited in the Democratic Republic of Congo. This letter must be notarized in the Democratic Republic of Congo. Faxed or scanned copies are accepted.
- 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 on letterhead and signed by a representative of the company other than the applicant. A sample is attached.

**NOTES:**

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

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	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 7 Business Days
Single Entry, 1 Month	\$120.00	\$120.00	\$120.00
Single Entry, 2 Months	\$155.00	\$155.00	\$155.00
Single Entry, 3 Months	\$205.00	\$205.00	\$205.00
Single Entry, 6 Months	\$305.00	\$305.00	\$305.00
Multiple Entry, 1 Month	\$160.00	\$160.00	\$160.00
Multiple Entry, 2 Months	\$205.00	\$205.00	\$205.00
Multiple Entry, 3 Months	\$255.00	\$255.00	\$255.00
Multiple Entry, 6 Months	\$405.00	\$405.00	\$405.00

### G3 Processing Fees

Visa Type	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 7 Business Days
Tourist	\$140.00	\$100.00	\$65.00
Business	\$170.00	\$135.00	\$100.00
Flight Crew	\$170.00	\$135.00	\$100.00



VISAS & PASSPORTS

WASHINGTON, DC

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form
DEM. REP. OF CONGO

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 (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery\* \$84.00
Saturday Delivery\* \$44.00
Same Day Delivery\* Please Call
International Delivery\* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- 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 calls confirming package receipt in G3's office, 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 address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable 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:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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

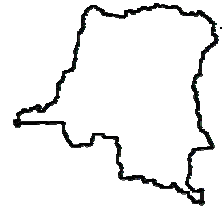
For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code:
Cardholder Signature:

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.



**EMBASSY OF THE DEMOCRATIC REPUBLIC OF THE CONGO**

1726 M Street. NW  
 Suite 601  
 Washington, DC 20036  
 Phone: (202) 234-7690/91  
 Fax: (202) 234-2609



**VISA APPLICATION FOR SHORT STAY**

**DO NOT WRITE IN THIS SPACE. FOR EMBASSY USE ONLY.**

Documents verification: <input type="checkbox"/> 6+ month valid passport <input type="checkbox"/> Residence card <input type="checkbox"/> Vaccination Certificate <input type="checkbox"/> Airline ticket <input type="checkbox"/> Company letter <input type="checkbox"/> Invitation	<input type="checkbox"/> Issued	M/S	M/M	2M/S	2M/M	3M/S	3M/M	6M/S	6M/M
	<input type="checkbox"/> Refused	Notes:							
	Date: / /	Done by:							
	Verified by:								

**PLEASE PRINT OR TYPE IN THE SPACES PROVIDED BELOW**

1. Passport number		2. Issuing authority		3. Issuance date (day/month/year) / /		4. Expiration date (day/month/year) / / 20	
5. Names (as in passport): First		Middle		Last		Others	
6. Place of birth City and state		Country		7. Date of Birth (day/month/year) / /		8. Nationality (origin)	
9. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		10. Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated					
11. Spouse's information (even if separated or divorced): First name		Last name		Date (dd, mm, yyyy) and place of birth / /		Nationality	
12. Present address (street, city, province or state, postal code, country)						13. Duration at this address Years   Months	
14. Telephone numbers Home		Fax		Business		Business fax	
14. Telephone numbers Home		Fax		Business		Business fax	
15. Name of employer or school		16. Present address of employer or school (street, city, province or state, postal code, country)					
17. Telephone		18. Fax		19. Present occupation / profession			
20. Names of the person in the DRC* who you will be staying with. First		Last		Other		Relationship	
21. Hotel name (if applicable):		22. Address in the DRC* (street, city, province or state)					
23. Telephone numbers Home		Fax		Business		Mobile	

24. Purpose of current trip to the DRC*	25. Length of stay in the DRC* (in days)	26. When do you intend to arrive in the DRC*?  / / 20
27. Have you ever been in the DRC*? (start with your latest trip and continue on the bottom of this page or use additional pages if needed)		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?	For how long?  Port of entry
28. Father's information		
First name	Last name	Middle name or other  Nationality
29. Mother's information		
First name	Last name	Middle name or other  Nationality
<b>I certify that I have read and understood all the questions in this application and the answers I have provided are true and correct to the best of my knowledge. I understand that any false statement may result in the denial of a visa or denial of entry into the Democratic Republic of the Congo</b>		
Please type or print your names, date of birth and passport numbers again:		
First Name	Last Name	Today's date (day/month/year)  / / 20
Passport number:		
Applicant's signature:		Photos (attach 2 identity format pictures here)

(\*) DRC: Democratic Republic of the Congo

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Please write in the space below any additional information that could not fit in the space provided on the form.  
Make sure you write the number of the information you are referring to. Use additional pages as needed.

# 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