



WASHINGTON, DC

# Visa Requirements DOMINICAN REPUBLIC

## 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).
- 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 a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

**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.

**TOURIST TRAVELERS must also include:**

- Proof of employment: a letter from the employer stating that the traveler will return to work after the trip.

**NOTES:**

U.S. Citizens do not require visas for tourist trips to the Dominican Republic. A Tourist Card can be purchased upon arrival for \$10.

For visa requests requiring 48 Hour processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

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	7 Business Days	10 Business Days
Tourist	\$125.00	\$125.00	\$125.00
Business/Flight Crew, Single Entry	\$135.00	\$135.00	\$135.00
Business/Flight Crew, Multiple Entry	\$145.00	\$145.00	\$145.00

### G3 Processing Fees

Visa Type	5 Business Days	7 Business Days	10 Business Days
Tourist	\$90.00	\$80.00	\$65.00
Business	\$100.00	\$90.00	\$75.00
Flight Crew	\$100.00	\$90.00	\$75.00



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

# Visa Order Form

# '8CA -B-7 5B 'F 9DI 6@-7

### 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](http://www.g3visas.com) for a description of G3's standard service offering.*

### 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 # \_\_\_\_\_

### Send This Form and All Required Documents To:

<b>G3 Washington, DC:</b> 703.276.8472 Phone 888.883.8472 Toll Free 703.524.3374 Fax <a href="mailto:info@g3visas.com">info@g3visas.com</a>	<b>Attn: Visa Department</b> 3300 N Fairfax Drive Suite 220 Arlington, VA 22201
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[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 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.

### 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: _____
		<b>Total Payment Enclosed: _____</b>

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

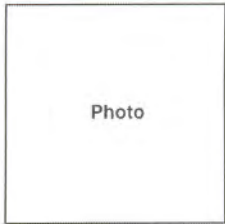


REPUBLICA DOMINICANA

Secretaria de Estado de Relaciones Exteriores

DEPARTAMENTO CONSULAR

VISA APPLICATION FORM



1. Surname

1.1 As in Passport	1.2 Others Surnames Used (Maiden, Married, etc.)
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2. First Name

2.1 As in Passport	2.2 Other First Names Used (Maiden, Religious, Professional, Aliases, etc)
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3. Birth and Nationality Information

3.1 Country of Birth	3.2 State/Province	3.3 City
3.4 Date of Birth (dd/mm/yy)	3.5 First Nationality	3.6 Second Nationality

4. Sex, Occupation and Profession

4.1 Sex	4.2 Profession	4.3 Occupation
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5. Actual Location

5.1 Country	5.2 State/Province	5.3 City			
5.4 Street Address	5.5 Number	5.6 Floor	5.7 Stair	5.8 Door	5.9 Postal Code
5.10 Telephone Number	5.11 Mobile Telephone Number	5.12 Work Telephone Number	5.13 Fax Number		
5.14 Personal E-Mail	5.15 Work E-Mail				

6. Passport Information

6.1 Passport Number	6.2 Country of Issuance	6.3 Place of Issuance
6.4 Issuing Country	6.5 Issuance Date (dd/mm/yy)	6.6 Expiration Date (dd/mm/yy)

7. National Identification

7.1 Country of Identification Document	7.2 Type of Document	7.3 Number	7.4 Expiration Date (dd/mm/yy)
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8. Marital Status

8.1 Marital Status	8.2 Spouse's Full Name (Even if divorced or separated)	8.3 Spouse's Date of Birth (dd/mm/yy)
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9. Motive and Purpose of Your Trip

9.1 When Do You Intend to Travel? (dd/mm/yy)	9.2 For how Long?	9.3 Reason For Your Trip? ___ Leissure ___ Studies ___ Business ___ Work ___ Other ( _____ )
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10. Name of Person or Place Where You Will be Staying at in The Dominican Republic

10.1 Name (Hotel or Person)	10.2 Telephone Number	10.3 Mobile Telephone Number	
10.4 Province	10.5 City	10.6 Sector or Neighborhood	
10.7 Type of Address	10.8 Address	10.8 Number	10.9 Postal Code

11. Employers and/or Schools Information

11.1 Name	11.2 Address

12. Who Will Pay For Your Trip?

12.1 Name	12.2 Relationship

Note: If self payed leave blank

<b>13. Have You Been in The Dominican Republic Before?</b> ___ Yes ___ No (If YES, answer questions to the right beginning with the most recent)	13.1 Date? (dd/mm/yy)	13.2 For How Long?

**14. Have You Ever Been Issued a Dominican Visa? \_\_\_ Yes \_\_\_ No**  
 (If YES, specify the following for each Visa):

14.1 Issuance Date	14.2 Country of Issuance	14.3 City	14.4 Type of Visa	14.5 Visa Number

Note: You will be required to present proof of information provided above

**15. Visas From Other Countries:**

15.1 Issuing Country	15.2 Country of Issuance	15.3 Expiration Date (dd/mm/yy)	15.4 Type of Visa	15.5 Visa Number

Note: You will be required to present proof of information provided above

**16. Has Your Dominican Visa Ever Been Cancelled or Revoked? \_\_\_ Yes \_\_\_ No**

**17. Have You Ever Been Refused a Dominican Visa? \_\_\_ Yes \_\_\_ No**  
 (If YES, specify the following):

17.1 Date (dd/mm/yy)	17.2 Country	17.3 City	17.4 Type of Visa

**18. Do You Intend to Work and/or Study in the Dominican Republic? \_\_\_ Yes \_\_\_ No**  
 (if YES, provide the name and address of employer and/or school in The Dominican Republic)

18.1a Type of Activity		18.2a Name (Person, School or Business)		18.3a Telephone Number	
18.4a Province	18.5a City	18.6a Street Address		18.7a Number	
18.1b Type of Activity		18.2b Name (Person, School or Business)		18.3b Telephone Number	
18.4b Province	18.5b City	18.6b Street Address		18.7b Number	

**19. Has Anyone Ever Filed a Visa Petition on Your Behalf? \_\_\_ Yes \_\_\_ No**  
 (if YES, please provide name of the person and relationship)

19.1 Name (Person or Business)	19.2 Relationship

**20. Names and Relationships of Persons Traveling With You**

20.1 Names	20.2 Relationships

**Internal Information (Leave Blank)**

_____ Applicant's Signature	Número	Expediente	Número	Resolución
	Fecha		Fecha	
	Lugar		Estatus	

**Documentos que acompañan esta solicitud:**

- Carta de Solicitud [ ]
- Copia Carta de Trabajo [ ]
- Copia de Cuenta Bancaria [ ]
- Copia de Pasaporte [ ]
- Copia de Tarjeta de Residencia [ ]
- Copia de visa de otros países [ ]
- Copia de visas dominicanas anteriores [ ]
- Copia reserva de hotel [ ]
- Copia reserva de vuelo [ ]
- Fotografía [ ]
- Otros [ ]

# 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 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.