

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).
- Completed Police Report Form (see attached). The applicant should fill out Section A, then print the form and take it to their local police station to have an officer complete Section B. A standard Certificate of Good Contact may be substituted.
- Three passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background. One photograph should be notarized to certify that it is an accurate likeness of the applicant.
- Copy of flight itinerary.
- Proof of accommodations: hotel reservations or a letter of invitation from a private host.

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 Fiji. Faxed or scanned copies are acceptable (sample attached).

NOTES:

U.S. Citizens and citizens of many other nations do not require visas to enter Fiji.

*Multiple Entry visas are not available for tourists.

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	48 Hours	4 Business Days	7 Business Days
Single Entry	\$104.00	\$84.00	\$64.00
Multiple Entry*	\$218.00	\$158.00	\$118.00

G3 Processing Fees

Visa Type	48 Hours	4 Business Days	7 Business Days
Tourist	\$100.00	\$70.00	\$60.00
Business	\$150.00	\$75.00	\$65.00
Flight Crew	\$150.00	\$75.00	\$65.00



VISAS & PASSPORTS

Concierge Level Service Requested

An additional service fee of \$50 per visa will apply.

Visa Order Form



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: 3 Business Day Delivery \$16.00, Standard Overnight Delivery \$25.00, 8 AM Delivery** \$80.00, Saturday Delivery** \$40.00, Same Day Delivery** Please Call, 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:

Table with columns: Fee, x # of Travelers, Total. Rows: Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), 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

Cardholder Signature:



REPUBLIC OF FIJI

APPLICATION FOR A VISITOR VISA FOR FIJI

Attach 3 passport-size photographs

Each person is required to pay a visa fee on application.
The visa fee is not refundable.

1 FULL NAME: SURNAME/FAMILY NAME FIRST
Mr/Mrs/Miss _____

2 DATE OF BIRTH _____ 3. PLACE OF BIRTH _____

4 NATIONALITY _____

5 MARITAL STATUS (Single/Married/divorced) _____

6 HOME ADDRESS _____ TEL NO. _____

7 OCCUPATION _____

8a EMPLOYER _____

8b ADDRESS _____ TEL NO. _____

9 PASSPORT NUMBER _____ 10. DATE OF ISSUE _____

11 PLACE OF ISSUE _____ 12. EXPIRY DATE _____

13 DETAILS OF CHILDREN WHOSE NAMES ARE IN YOUR PASSPORT WHO ARE INCLUDED IN THIS APPLICATION

	NAME	SEX	DATE OF BIRTH	PLACE OF BIRTH
(a)				
(b)				
(c)				

14 FULL ADDRESS IN FIJI _____

15 REASON FOR VISIT TO FIJI _____

16 PROPOSED DATE OF ARRIVAL IN FIJI _____

17 PROPOSED DURATION OF STAY _____

18 SOURCE OF FINANCIAL SUPPORT IN FIJI _____

19 ARRIVAL FROM _____

20 NEXT COUNTRY OF VISIT _____

21 DETAILS OF ONWARD/RETURN TICKETS _____

22 HAVE YOU EVER APPLIED FOR A WORK, RESIDENCE OR STUDENT PERMIT BEFORE ? (if Yes please give details)

23 HAVE YOU OR ANYONE INCLUDED IN THIS APPLICATION EVER APPLIED FOR A FIJI VISA BEFORE ?
(if Yes, give details of each application as follows:)

DATE AND PLACE OF APPLICATION _____

RESULT OF APPLICATION (GRANTED OR REFUSED) _____

VISA NUMBER (IF GRANTED) _____

24	DO YOU HAVE ANY CONTACTOR IMMEDIATE FAMILY IN FIJI? (if yes, please provide details)		
	NAME	RELATIONSHIP	RESIDENTIAL ADDRESS

25 HAVE YOU OR ANYONE INCLUDED IN THIS APPLICATION: (if you answer YES to any of these questions, give details)

(a) Afflicted with contagious or infectious disease or mental disorder _____

(b) Used or been addicted to or trafficked on narcotics _____

(c) Been convicted of or have any charges outstanding on a criminal offence in any country _____

(d) Been reported or excluded from any country _____

28 DECLARATION:

I DECLARE THAT;

(i) The information given in this application is true and correct to the best of my knowledge and belief.

(ii) I have access to sufficient funds to support myself and anyone else included in this application.

(iii) I have the necessary visa (where applicable) to the next country of visit after Fiji and will leave at or before the end of the authorised period of stay.

(iv) Will not apply for a permit of work, reside or study while in Fiji.

(v) I understand that false or misleading information give in relation to this application could result in the Cancellation of the visa and liability for prosecution and deportation.

Signature _____ Date _____

FOR OFFICIAL USE ONLY

FEE _____ RR N° _____

VISA SERIAL NUMBER _____ DATE _____

REMARKS _____



EMBASSY OF THE REPUBLIC OF THE FIJI ISLANDS

2233 Wisconsin Avenue, NW, Suite 240
Washington, D.C. 20007

TELEPHONE (202) 337-8320 FAX (202) 337-1996

POLICE REPORT

(Section A of this report should be completed by the applicant and forwarded to the Officer-in-Charge, Criminal Records office, Police Department at his normal place of residence).

SECTION A

Name (in full) _____

Date of Birth _____ Place of Birth _____

Social Security No. _____ Alien Registration No. _____

Nationality _____ Passport No. _____

Date & Place of Issue of Passport _____ Exp. Date _____

Occupation _____

Address (Business) _____ Telephone _____

Address (Home) _____ Telephone _____

I declare that the information above is, to the best of my knowledge, true. I hereby authorize the police to carry out a check on my records and to forward the report to the Visa Officer, Embassy of Fiji, 2233 Wisconsin Avenue, N.W., Suite 240, Washington, D.C. 20007.

Signature of Applicant _____ Date _____

SECTION B

For completion by the Police Officer. Please record any criminal or civil action pending. This is to certify that we have searched the records for the above-named individual.

Our records indicate the following (Please encircle one): Record* No Record

*If record, please indicate.

Records check made by _____ Date _____

Designation _____

Address _____

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.