G3 VISAS & PASSPORTS

NEW YORK

Visa Requirements FINLAND

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 notarized copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- [ ] One completed, signed and notarized visa application form (attached).
- [ ] One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- [ ] Original airline ticket, or confirmation of ticket purchase showing ticket number.
- [ ] Copy of hotel reservations.
- [ ] Proof of international health insurance with a minimum coverage of $50,000.

BUSINESS 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 Finland; a sample is attached.

TOURIST TRAVELERS must also include:

- [ ] Recent original bank statement. Account numbers may be blacked out to protect your privacy; do not obscure other information.
- [ ] A letter from your employer listing your position and stating that you will return to work after your trip.

NOTES:

Schengen visas are issued by, and are valid for, the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. You must apply at the consulate of your main destination.

If you require a Work/Resident visa, please email NYC@g3visas.com for additional requirements.

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	7 Business Days	10 Business Days	13 Business Days
Tourist	$144.00	$124.00	$100.00
Business	$144.00	$124.00	$100.00
Work/Resident	$296.00	$160.00	$120.00

G3 Processing Fees

Visa Type	7 Business Days	10 Business Days	13 Business Days
Tourist	$90.00	$80.00	$60.00
Business	$95.00	$85.00	$60.00
Work/Resident	$100.00	$90.00	$65.00

G3 VISAS & PASSPORTS

Traveler Information FINLAND

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 New York:
212.433.1356 Phone
888.448.4727 Toll Free
917.639.4005 Fax
NYC@g3visas.com

Visa Department
1230 Avenue of the Americas
7th Floor, Room 778
New York, NY 10020

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		=	$0.00
G3 Processing Fee		x		=	$0.00
Shipping Fee	$0.00			=	$0.00
				Subtotal:	$0.00
				Add 5% fee for credit card processing:	$0.00
				Total Payment Enclosed:	$0.00

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:

_____

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

Please consider the environment before printing this page.

Sample Business Invitation Letter from Overseas 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,

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.

Sample Business Letter

Please consider the environment before printing this page.