



WASHINGTON, DC

Visa Requirements FRANCE - Flight Crew

Required Documents Checklist

ALL FLIGHT CREW 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 twelve months before expiry.
- One completed and signed visa application form (see attached). You do NOT need to answer questions 26, 27, 28, 34, 42, and 43. If you do not have a specific trip planned to France, you may leave questions 30, 31, and 32 blank.
- One passport-style (2"x2") photograph taken within the last 6 months. It must be on photo paper and have a plain white background.
- Copy of your valid crew ID (i.e. Universal, Air Routing, NBAA or flight department ID). Expired IDs or IDs without expiration dates listed are not accepted.
- Copy of your state-issued Driver's License
- A original business letter from your Flight Department. 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 crew members listed in the letter; it must be signed by someone who is not going on the trip. A sample is attached.

NOTES:

Please note that travel to French overseas territories requires a separate Schengen visa with the notation that it is valid for travel to French-governed territories. If you will need both visas, please include duplicates of all requirements and specify a trip to a French overseas territory in the second set of documents. Two sets of fees will apply.

U.S. Citizens do not require visas to France for standard business or tourist visits.

Visas are issued for Multiple Entry, and will be valid for five years if the passport has sufficient validity. If the passport has less than five years remaining validity, a 6 month or 1 year visa will be issued.

Rush Processing is available only to crew members who contact call G3 or email FlightCrew@g3visas.com to schedule their visa submission. If a Rush visa request is cancelled within 48 hours of the scheduled visa submission date, a cancellation fee of \$100 will be charged.

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	Rush Processing (3-10 Days)	Priority Processing (10 or More Days)
Flight Crew, Multiple Entry	\$90.00 <i>You must contact G3 to schedule rush service.</i>	\$90.00

G3 Processing Fees

Visa Type	Rush Processing (3-10 Days)	Priority Processing (10 or More Days)
Flight Crew	\$475.00	\$275.00



Traveler Information FRANCE - Flight Crew

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

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

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: _____

Frequently Asked Questions About French Flight Crew Visas

1. **How long will my visa be valid?** The visa is valid for 5 years, if there is five years until the expiration of your passport. If your passport expires in less than 5 years, a 6 month or 1 year visa will be issued. If your passport expires in less than one year, the Consulate may request that you have your passport renewed before they will issue a visa.
2. **Do we have to have a planned trip to get a French Flight Crew Visa?** If you do not have a planned trip, please have a letter on your Flight Department letterhead written explaining that you are a Flight Crew Member and will be scheduled to fly to France on a frequent basis in the upcoming months.
3. **If we do not have a planned trip to France, how do we answer the questions on the application?** If you do not have a planned trip, please leave questions #25, 30, 31, 32, and 33 blank.
4. **Are there any questions on the application that I should not answer?** Please leave questions 26, 27, 34, 42, 43 blank. If you are not married, please leave questions 37-41 blank.
5. **Any other instructions?** Please see below:
 - a. Question 21: Paris
 - b. Question 22: Short Stay
 - c. Question 23: Individual
 - d. Question 24: Multiple Entries
 - e. Question 35: Name of your US Company

Sample Business Letter For Flight Crew

*****Please print your business letter on company stationary*****

June 15, 2009

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



Stamp embassy
Or consulate

Photo

Application for Schengen Visa

This application form is free



N° 12225*01

1. Surname(s) family name(s)		FOR EMBASSY / CONSULATE USE ONLY Date application : File handled by : Supporting documents: Valid passport Financial means Invitation Means of transport Health insurance Other :
2. Surname(s) at birth (earlier family name(s))		
3. First names (given names)		
4. Date of birth (year-month-day)	5. ID-number (optional)	
6. Place and country of birth		
7. Current nationality/ies	8. Original nationality (nationality at birth)	
9. Sex Male Female	10. Marital status : Single Married Separated Divorced Widow(er) Other	
11. Father's name	12. Mother's name	
13. Type of passport: National passport Diplomatic passport Service passport Travel document (1951 Convention) Alien's passport Seaman's passport Other travel document (please specify):		
14. Number of passport	15. Issued by	
16. Date of issue	17. Valid until	
18. If you reside in a country other than your country of origin, have you permission to return to that country? No Yes, (number and validity)		
* 19. Current occupation		
* 20. Employer and employer's address and telephone number. For students, name and address of school.		
21. Main destination	22. Type of Visa : Airport transit Transit Short stay Long stay	23. Visa : Individual Collective
24. Number of entries requested Single entry Two entries Multiple entries		25. Duration of stay Visa is requested for: _____ days
26. Other visas (issued during the past three years) and their period of validity		Characteristics of Visa : LTV A B C D D + C Number of entries : 1 2 Multiple
27. In the case of transit, have you an entry permit for the final country of destination? No Yes, valid until: _____ Issuing authority: _____		Valid from To
* 28. Previous stays in this or other Schengen states		Valid for :

* The questions marked with * do not have to be answered by family members of EU or EEA citizens (spouse, child or dependent ascendant). Family members of EU or EEA citizens have to present documents to prove this relationship.

29. Purpose of travel Tourism Business Visit to Family or Friends Cultural/Sports Official Medical reasons Other (please specify):		FOR EMBASSY / CONSULATE USE ONLY
* 30. Date of arrival	* 31. Date of departure	
* 32. Border of first entry or transit route	33. Means of transport	
*34. Name of host or company in the Schengen states and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen states		
Name	Telephone and telefax	
Full address	e-mail address	
* 35. Who is paying for your cost of travelling and for your costs of living during your stay? Myself Host person/s Host company. (State who and how and present corresponding documentation):.....		
* 36. Means of support during your stay Cash Travellers' cheques Credit cards Accommodation Other: Travel and/or health insurance. Valid until:		
37. Spouse's family name	38. Spouse's family name at birth	
39. Spouse's first name	40. Spouse's date of birth	
42. Children (Applications <u>must</u> be submitted separately for each passport)		
Name	First name	Date of birth
1		
2		
3		
43. Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens.		
Name	First Name	
Date of Birth	Nationality	Number of passport
Family relationship : <div style="text-align: right;">of an EU or EEA citizen</div>		
<p>44. I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in the Schengen states and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen states.</p> <p>At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the state concerned.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete.</p> <p>I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Schengen state which deals with the application.</p> <p>I undertake to leave the territory of the Schengen states upon the expiry of the visa, if granted.</p> <p>I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Schengen states. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5.1 of the Schengen Implementing Convention and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen states.</p>		
45. Applicant's home address		46. Telephone number
47. Place and date		48. Signature (for minors, signature of custodian/guardian)