

## 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 their original Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- Two visa application forms with notarized signatures. The application must be completed online at <http://visa.diplo.de> and printed.
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Signed supplemental form (attached as page 3).
- Original airline ticket, or confirmation of ticket purchase showing ticket number.
- Copy of hotel reservations.
- Proof of travel insurance and international health insurance with a minimum coverage of \$37,500.
- Copy of a recent bank statement. Account numbers may be blacked out to protect your privacy; do not obscure other information.

**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 Germany; a sample is attached. Faxed or scanned copies are acceptable.

### 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 have never been issued a Schengen visa, G3 is unable to act as your agent and will not be able to assist with your visa request.

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	4 Business Days	7 Business Days	10 Business Days
Single Entry	\$95.00	\$95.00	\$95.00
Multiple Entry	\$95.00	\$95.00	\$95.00
Transit	\$95.00	\$95.00	\$95.00

### G3 Processing Fees

Visa Type	4 Business Days	7 Business Days	10 Business Days
Tourist	\$85.00	\$70.00	\$60.00
Business	\$95.00	\$75.00	\$65.00
Transit	\$85.00	\$70.00	\$60.00



# Traveler Information GERMANY

## 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 Chicago:**  
 312.704.8472 Phone  
 800.830.8472 Toll Free  
 312.704.8150 Fax  
[chicago@g3visas.com](mailto:chicago@g3visas.com)

**Visa Department**  
 11 East Adams  
 Suite 1605  
 Chicago, IL 60603

[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 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:**

<input type="checkbox"/> 3 Business Day Delivery	\$15.50
<input type="checkbox"/> Overnight Delivery	\$23.50
<input type="checkbox"/> 8 AM Delivery**	\$75.00
<input type="checkbox"/> Saturday Delivery**	\$38.50
<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.*

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

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

## Please read carefully and sign below

§ 55 Abs. 1 i.V.m. § 55 Abs. 2 Nr. 1 AufenthG bestimmt, dass ein Ausländer/ eine Ausländerin aus Deutschland ausgewiesen werden kann, wenn er/ sie im Visumverfahren falsche oder unvollständige Angaben zum Zwecke der Erlangung eines Aufenthaltstitels gemacht hat.

Der Antragsteller/ die Antragstellerin ist verpflichtet, alle Angaben nach bestem Wissen und Gewissen zu machen. Sofern Angaben bewusst falsch oder unvollständig gemacht werden, kann dies zur Folge haben, dass der Antrag auf Erteilung eines Visums abgelehnt wird bzw. die Antragstellerin/ der Antragsteller aus Deutschland ausgewiesen wird, sofern ein Visum bereits erteilt wurde.

Durch die Unterschrift bestätigt der Antragsteller/ die Antragstellerin, dass er/ sie über die Rechtsfolgen falscher oder unvollständiger Angaben im Visumverfahren belehrt worden ist.

**Section 55 (1) in conjunction with section 55 (2) (1) of the Residence Act provides that a foreigner may be expelled if he/she has furnished false or incomplete information during the visa application process for the purpose of obtaining a residence title.**

**The applicant is obliged to provide all information to the best of his/her knowledge and belief. If he/she knowingly furnishes false or incomplete information, the visa application may be refused or the applicant expelled from Germany, should a visa already have been issued.**

**With his/her signature, the applicant certifies that he/she has been informed of the legal consequences of furnishing false or incomplete information in the course of visa proceedings.**

*El Artículo 55, párrafo 1, en conexión con el Artículo 55, párrafo 2, número 1, de la Ley de Permanencia (AufenthG) establece que un extranjero/una extranjera puede ser expulsado/a de Alemania si facilita datos inexactos o incompletos en el procedimiento de visado con el objetivo de conseguir el título de permanencia.*

*El/La solicitante está obligado/a a facilitar todos los datos según su leal saber y entender. El hecho de facilitar deliberadamente datos inexactos o incompletos puede acarrear la denegación de la solicitud de concesión de visado o la expulsión de Alemania, en caso de que ya se le haya concedido un visado.*

*Mediante su firma el/la solicitante corrobora que ha sido instruido/a de las consecuencias legales de la facilitación de datos inexactos o incompletos en el procedimiento de visado.*

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Ort, Datum / Place, Date / Lugar, fecha

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(Unterschrift/signature/firma)

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### To be signed only in case of passport delivery by mail / courier service

Haftungsausschlusserklärung

Wenn ich mir den Pass mit Visum auf meinen Wunsch zuschicken lasse, verzichte ich auf Schadensersatzansprüche gegen die deutsche Auslandsvertretung und deren Bedienstete sowie gegen das Auswärtige Amt für Schäden, die mir aus einem möglichen Verlust meiner Dokumente oder einer Beschädigung bei der Verwahrung oder beim Transport entstehen könnten, ausgenommen in Fällen von Vorsatz oder grober Fahrlässigkeit.

Declaration of Waiver and Hold Harmless

By allowing the passport with visa to be mailed to me on my request, I release and hold the German foreign mission and its employees, as well as the German Foreign Ministry, harmless from any and all damage claims resulting from a possible loss or damage of my documents while in custody or during transport, except in cases of intent or gross negligence.

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Ort, Datum / Place, Date / Lugar, fecha

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(Unterschrift/signature/firma)

# 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 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.