

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.
- Two completed and signed visa application forms (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary

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.

JOURNALISTS and PHOTOGRAPHERS must also include:

- One completed and signed Application for Journalists (attached).
- 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.

NOTES:

Please note that the Embassy of Ghana is closed every Friday, so Fridays are not counted as a processing day.

It is recommended that you also submit a copy of your International Certificate of Vaccination for Yellow Fever. The original certificate may be requested upon entrance to Ghana. It is also recommended that you obtain anti-malaria tablets.

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

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	Mission Critical 3 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Single Entry	\$105.00	\$65.00	\$65.00
Multiple Entry	\$205.00	\$105.00	\$105.00

G3 Processing Fees

Visa Type	Mission Critical 3 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Tourist	\$140.00	\$100.00	\$70.00
Business	\$170.00	\$135.00	\$80.00
Journalist/Photographer	N/A	\$135.00	\$80.00
Flight Crew	\$170.00	\$135.00	\$80.00



VISAS & PASSPORTS

WASHINGTON, DC

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form
< 5B5

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 (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery* \$84.00
Saturday Delivery* \$44.00
Same Day Delivery* Please Call
International Delivery* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00
*These services may not be available for all delivery locations.

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- 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 calls confirming package receipt in G3's office, 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 address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable 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:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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

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:

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.

For Official Use

Visa No.: _____
Type of Visa: _____
Date of Issue: _____
Charges: _____
Issuing Officer: _____

Please check applicable box

- Single Entry - \$50.00
- Multiple Entries - \$80.00
- Single Entry (Rush) - \$80.00
- Multiple Entries (Rush) \$110.00

**(Pay by cash or money order.
Personal checks are not accepted)**

Affix passport
Picture here

Application for Ghana Entry Permit/Visa

Embassy of Ghana, 3512 International Drive NW - Washington DC 20008

Website: www.ghana-embassy.org Tel: (202) 686-4520

INSTRUCTIONS:

1. This form must be completed in **duplicate** and in **capital letters** and submitted (**together with two (2)** recent passport-size pictures) at least Fourteen (14) days before the intended date of departure. The processing period is five (5) business days.
2. Full names and addresses of references/hotel (place of stay) in Ghana should be stated (including telephone numbers, if available).
3. Any information stated on the form and subsequently found to be incorrect may render entry permit/visa void.
4. Applicants applying by post/mail should provide trackable prepaid return self-addressed envelopes.

1. (a) Surname: _____ First Name (s): _____
Previous Name (if applicable) _____

(b) Date of Birth: _____ (c) Place of Birth: _____

(d) Nationality: _____ (e) Former Nationality (if any) _____

(f) Passport No.: _____ (g) Date of Issue: _____

(h) Place of Issue: _____ (i) Date of Expiry: _____

2. Profession/Occupation: _____

3. (a) Business Address & Tel. No.: _____

(b) Residential Address & Tel. No.: _____

4. Proposed date of departure for Ghana: _____

5. (a) Traveling by: Air Sea Land

(b) Is applicant in possession of return ticket? _____ Ticket No.: _____

(c) Amount of Money Applicant is traveling with _____

6. Purpose of Journey: Business Tourism Employment Official Student Transit

7. Names & Addresses of Two (2) references or place of residence while in Ghana/ Name(s) of Hotel:

(i) _____

(ii) _____

8. If for employment, name and address of employer in Ghana _____

9. Duration of stay in Ghana: _____

10. Date of last visit to Ghana: _____

11. Applicant's signature: _____ Date of application: _____

NB: PLEASE ENSURE YOU ENCLOSE YOUR PASSPORT WITH YOUR APPLICATION

APPLICATION FOR JOURNALISTS

SERIAL NO.

APPLICATION FOR PRESS ACCREDITATION
(FOREIGN CORRESPONDENTS)

FILL IN BLOCK LETTERS

SURNAME.....

FULL NAME.....

OTHER NAMES (IF ANY).....

AGE:..... (b) DATE OF BIRTH.....

PLACE OF BIRTH.....

NATIONALITY.....

PREVIOUS NATIONALITY (IF ANY).....

PASSPORT NO.....

PASSPORT EXPIRY DATE.....

ADDRESS IN GHANA.....

..... TEL NO.....

PERMANENT ADDRESS.....

.....

PURPOSE OF VISIT.....

DURATION OF STAY..... (a) No. of Days.....

(b) From..... To.....

MODE OF TRAVEL TO GHANA.....

MODE OF TRAVEL FROM GHANA.....

ENTRY POINT INTO GHANA.....

EXIT POINT FROM GHANA.....

DESTINATION ADDRESS.....

DETAILS OF PRESS CARDS (a) ORGANIZATION.....

(b) DATE OF ISSUE.....

(c) CARD NUMBER.....

(TO BE ACCOMPANIED BY THREE PASSPORT SIZE PHOTOGRAPH)

APPLICATION FOR JOURNALISTS

PRESENT EMPLOYERS/ORGANISATION.....
.....

PREVIOUS EMPLOYERS/ORGANISATION.....
.....

WORKING TITLE OF NEWS ARTICLE(S) AUDIOVISUAL PRODUCTION FOR
WHICH YOU ARE VISITING GHANA
.....
.....
.....

WHICH GHANAIAAN GOVERNMENT OFFICIAL/PRIVATE CITIZEN(S) DO YOU
PLAN TO INTERVIEW?
.....
.....

WHICH FOREIGN CITIZENS LIVING IN GHANA DO YOU PLAN TO
INTERVIEW?
.....
.....

.....
WHICH GHANAIAAN JOURNALISTS/PARTNERS WILL YOU BE WORKING
WITH?
.....
.....

WHICH GHANAIAAN CITIES/TOWNS DO YOU EXPECT TO VISIT?
.....
.....

NAME/ADDRESS/PHONE/FAX OF EDITOR TO WHOM YOUR WORK WILL BE
SUBMITTED
.....

APPLICATION FOR JOURNALISTS

LIST YOUR EQUIPMENT AND THEIR SERIAL NOS.FOR
IDENTIFICATION(IN CASE OF LOSS/MISPLACEMENT)

.....
.....
.....
.....
.....

DATE OF APPLICATION

SIGNATURE OF APPLICANT

.....

.....

.....
NAME OF RECEIVING OFFICER

.....
SIGNATURE OF RECEIVING
OFFICER

FOR OFFICIAL USE ONLY

MISSION'S RECOMMENDATIONS:

.....
.....
.....
.....

REMARKS/APPLICATION ACCEPTED/REJECTED

.....
.....
.....
.....
.....

Sample Business Letter from U.S. Company

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

June 1, 2012

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, 2012

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, 2012 Date of Arrival #2 *(if applicable)*

Airport of Arrival: *City*

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2012 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,

*(Original signature here; no copies. Must be signed by someone **other** than the applicants.)*

Title