

WASHINGTON, DC

Required Documents Checklist

ALL 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 six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- Three completed and signed visa application forms (see attached).
- Three passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary
- Copy of a recent bank statement.
- 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:

U.S. Citizens do not require visas to Guyana for tourist or business trips.

Send all required documents along with 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	5 Business Days	10 Business Days
Tourist	\$30.00	\$30.00
Business, Single Entry	\$40.00	\$40.00
Business, Multiple Entry, 3 Months	\$50.00	\$50.00
Business, Multiple Entry, 1 Year	\$75.00	\$75.00

G3 Processing Fees

Visa Type	5 Business Days	10 Business Days
Tourist	\$90.00	\$50.00
Business, Single Entry	\$100.00	\$60.00
Business, Multiple Entry, 3 Months	\$100.00	\$60.00
Business, Multiple Entry, 1 Year	\$110.00	\$70.00



Traveler Information GUYANA

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: _____



EMBASSY OF THE REPUBLIC OF GUYANA

2490 Tracy Place NW, Washington DC 20008
Telephone: 202-265-6900, Fax: 202-232-1297

Email: guyanaembassydc@verizon.net

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GUYANA IMMIGRATION SERVICE VISA APPLICATION FORM

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1. Surname (as in passport)
2. First and Middle Names (as in passport)
3. Other Names (Maiden, Professional, Alias, etc)
4. Date and place of Birth
5. Nationality
6.(a) Passport No
(b) Date and Place issued
(c) Date Passport Expires
7. Home Address (in full)
8.(a) Telephone No
(b) How Long Resident
9.(a) Name and address of Employer
(b) Telephone No
10. Present Occupation (if retired, past occupation)
11.(a) Sex
(b) Colour of hair
(c) Height
(d) Colour of Eyes

(e) Complexion
(f) Marks of Identification
12. Marital Status: (Place X)
(a) Married
(b) Single
(c) Widowed
(d) Divorced
(e) Separated
13. Have you ever applied for a Guyana visa before? If yes: (a) Where?
(b) When?
(c) Type
(d) Was visa issued
14. Who will furnish financial support?
15. (a) With whom will you stay in Guyana?
(b) Address of your host in Guyana
16. What is the purpose of your visit?
17. Have you ever visited Guyana before?
18. Do you intend to work in Guyana?
19. If on business, name and address of firm etc.
20. Have you ever: (a) been afflicted with contagious diseases (e.g., Tuberculosis) or has suffered serious mental illness?
(b) been arrested, convicted for any offence or crime even though subject of a pardon, amnesty, or any other such legal action?
(c) been involved in narcotic activities?
(d) been deported from Guyana within the last five (5) years?
(e) Caught trying to obtain a visa by misrepresentation or fraud?
21. When are due to arrive in Guyana?
22. How long do you intent to stay?

GUYANA IMMIGRATION SERVICE VISA APPLICATION FORM

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DECLARATION:

I certify that I have read and understood all the above questions and the answers I have given on this form are true and correct to the best of my knowledge and belief.

I understand that possession of a visa does not entitle the bearer to enter Guyana at port of entry if he/she is found inadmissible.

Signature of Applicant..... Date of
Application.....

NOTE:

Failure to disclose the true purpose of applying for a visa or the submission of false information will result in refusal of entry or expulsion from Guyana.

(Note: Applications must be made in triplicate). A photograph must be attached to each form.

The application form is provided free of charge. However, a visa application fee of US\$30.00, in the form of a Money Order, is required.

In addition US\$6.00 is required for return mailing costs.

Personal cheques are not accepted.

Attach One Passport Photo Here:

FOR OFFICIAL USE ONLY

VALID UNTIL.....

for *Single/Multiple Entry (*Delete which is not applicable)

Date issued:.....

Signature of Consular Officer:.....

Sample Business Letter from U.S. Company

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

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.