

## 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
- Copy of state-issued driver's license or ID.

**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, and must be addressed to "Consulate General of Indonesia, Houston, TX"; additional fees may apply if it is addressed to a different consulate. (Sample attached.)
- A letter of invitation from the company to be visited in Indonesia. The letter must be addressed to "Consulate General of Indonesia, Houston, TX". Faxes/scans are acceptable. (Sample attached.)

**TOURIST TRAVELERS must also include:**

- A copy of your most recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.
- A letter from your employer stating that you will be returning to work.

**STUDENTS and MINORS UNDER AGE 18 must also include:**

- A notarized copy of the birth certificate showing both parents' names.
- A letter from from their school stating that the student is still enrolled at the school and intends to return to the school to continue studies after the trip.

**NOTES:**

\* Multiple Entry visas are available for Business and Flight Crew only. Travelers must have obtained approval from the Indonesian Ministry of Foreign Affairs.

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 5 Business Days	Expedited 10 Business Days
Single Entry	\$80.00	\$50.00	\$50.00
Multiple Entry*	\$135.00	\$105.00	\$105.00

### G3 Processing Fees

Visa Type	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 10 Business Days
Tourist	\$140.00	\$100.00	\$65.00
Business	\$170.00	\$135.00	\$100.00
Flight Crew	\$170.00	\$135.00	\$100.00



VISAS & PASSPORTS

HOUSTON

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

Visa Order Form
INDONESIA

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

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.

Send This Form and All Required Documents To:

G3 Houston: 713.574.1731 Phone, 866.945.8472 Toll Free, 866.611.6960 Fax, houston@g3visas.com
Attn: Visa Department, 2425 West Loop South, Suite 200, Houston, TX 77027

www.g3visas.com

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:

Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

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.



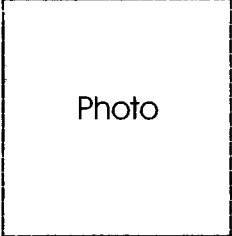
**THE CONSULATE GENERAL OF THE REPUBLIC INDONESIA**  
**10900 RICHMOND, TEXAS, 77042**

Telp. (713)785-1691, Fax. (713)780-9644, E-mail :kjrihouston@prodigy.net, Web Site :www.indonesiahouston.org

**VISA APPLICATION**

Date :  -  -

Reg. No:



**I. GENERAL**

Length of Stay in Indonesia :  Day(s)  Month(s)  Year(s)  
 Type of Visa :  Transit  Single Visit  
 Multiple Visit  Limited Stay

**For Transit Purpose**

Country of Destination :   
 Port of Departure :   
 Flight/Vessel Name :

**For Visit Purpose**

Purpose of Visit :  Tourism  Conversion  Family Visit  Sport  
 Study  Arts  Commercial  Other

Country of Destination :   
 Place of Visit :   
 Flight/Vessel Name :

**For Limited Stay Purpose**

Purpose of limited Stay :  Work  Joint Family  Social  Other

Address in Indonesia :   
 City :   
 Province :   
 Phone Number :  -  -

Port Of entry into Indonesia :   
 Date of entry :  -  -  (DD-MM-YYYY)

**II PERSONAL DATA**

Passport Number :  Date of Expire :  -  -   
 First Name :   
 Middle Name :   
 Family/Surname :

Sex :  Male  Female  
 Marital Status :  Single  Married

Place Of Birth :   
 Date of Birth :  -  -  (DD-MM-YYYY)

Nationality :   
 Address :   
 City, State/Province :   
 Phone Number :  -  -

Occupation/ Position :  Professional  Government  Sales  
 Student  House Wife  Others

Name of Company :   
 Address :   
 City, State/Province :   
 Phone Number :  -  -

**III. PASSPORT INFORMATION**

Passport/Travel Document Number :

Place of Issue :

Date of Issue :

Date of Expire :

Type of Passport :  Personal  Family

**Fill, if Family Passport:**

No.	Relative(s):	Sex:	Date of Birth (DD-MM-YYYY):	Name:
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>	<input type="text"/>
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**IV. SPONSORSHIP IN INDONESIA**

Type of Sponsor :  Individual  Government  International Institution  
 Company  NGO  Others

Name of Sponsor :

Address :

City :

Province/State :

Phone Number :

**V. MISCELLANEOUS**

Have you ever been to Indonesia Before ? :  Yes  No

Are you in possession of any other countries travel documents ? :  Yes  No

Do you have previous visa to enter Indonesia ? :  Yes  No

Have your visa application been denied before ? :  Yes  No

Have you ever been forced to leave Indonesia ? :  Yes  No

Have you ever been committed a crime or any offence ? :  Yes  No

Return/Through Ticket/Airline Company :

Place of Issue :

Date of Issue :  -  -  (DD-MM-YYYY)

Date Of Expire :  -  -  (DD-MM-YYYY)

**I hereby declare that the statements given above are true and I understand that even if granted a visa, admission at the airport remains the discretion of the Immigration authorities in Indonesia.**

Applicant's Signature

.....,  -  -  ( Place, DD-MM-YYYY)

**\*To be Complete in duplicate with two photographs attached.**  
**\*Passport must be valid at least six months for Single Entry, and 18 months for Multiple Entry and Temporary Stay Visa.**

# Sample “Returning to Work” Letter for Tourists

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

June 1, 2011

Consulate General of Indonesia, Houston  
Consular Section

Dear Visa Officer,

This letter is to certify that Alice Jones (*Insert your name*) is employed as a Sales Associate (*Insert your position*) at East Coast Promotions, Inc. (*Insert the name of your company*) Ms. Jones is planning a tourist trip to Indonesia from Monday, August 8 through August 17 (*Dates of your trip*). Ms. Jones will be returning to work at East Coast Promotions after her trip to Indonesia.

If you have any questions, please contact me. 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 from U.S. Company

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

June 1, 2011

Consulate General of Indonesia  
Consular Section  
Houston, TX

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, 2011

Consulate General of Indonesia  
Consular Section  
Houston, TX

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

Airport of Arrival: *City*

Aircraft/Flight: N506AB

**Date of Departure #1:** July 20, 2009

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Transporting executives

Date of Arrival #2 (*if applicable*)

Date of Departure #2 (*if applicable*)

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



# Sample Business Invitation Letter from Overseas Company

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

June 1, 2011

Consulate General of Indonesia  
Consular Section  
Houston, TX

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.