



WASHINGTON, DC

Visa Requirements IRAQ

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.

PLEASE NOTE: Iraqi visas are issued only after the Embassy has received approval from the Ministry of Foreign Affairs in Baghdad. Visa approval can take as long as 8 weeks to be received by the Embassy. If desired, you may send in a high-quality photocopy of your passport along with all other required documents listed below, and you will be contacted when the visa approval is ready, and you can send in your original passport at that time.

- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (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 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.

TRAVELERS VISITING FAMILY IN IRAQ must also include:

- A letter of invitation from the family member to be visited in Iraq. Faxed or scanned copies are acceptable.

NOTES:

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	Standard Processing
Single Entry	\$40.00
Multiple Entry	\$100.00
Residence Visa	\$150.00

G3 Processing Fees

Visa Type	Standard Processing
Business	\$95.00
Family Visit	\$85.00
Residence Visa	\$100.00



Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Visa Order Form

₣ 5E

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: _____
Please provide an email address so we may send you shipping and status updates.

Return Shipping

Passports will be returned via Federal Express.

Select One:

<input type="checkbox"/> 3 Business Day Delivery	\$16.00
<input type="checkbox"/> Standard Overnight Delivery	\$25.00
<input type="checkbox"/> 8 AM Delivery**	\$80.00
<input type="checkbox"/> Saturday Delivery**	\$40.00
<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.*

Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- 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 call confirming package receipt in G3's office.
- Personal telephone calls confirming 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 and emergency page number.

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Washington, DC: **Attn: Visa Department**
 703.276.8472 Phone 3300 N Fairfax Drive
 888.883.8472 Toll Free Suite 220
 703.524.3374 Fax Arlington, VA 22201
info@g3visas.com

www.g3visas.com

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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)
 Approved Billing Terms

Billing, P.O., Project or Reference Code # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	=	Total
Embassy Fee	_____	x _____	=	_____
G3 Processing Fee	_____	x _____	=	_____
Concierge Level Service (Optional)	_____	x _____	=	_____
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: _____

جمهورية العراق

وزارة الداخلية

المديرية العامة للسفر والجنسية

مديرية الاقامة

رقم الاستمارة:

تاريخ تنظيمها:

صحيفة اعمال الاجنبي لغرض طلب /

Full Name & Surname الاسم الكامل والشهرة

Religion الديانة Sex: M ذكر F انثى الجنس

Original nationality الجنسية الأصلية Present nationality..... الجنسية الحالية

Country of Birth بلد التولد Date of Birth..... تاريخ التولد

Previous occupation المهنة السابقة Present occupation..... المهنة الحالية

Languages spoken or read اللغات التي يجيدها

Nationality الجنسية Wife's/ Husband's name اسم الزوج / الزوجة

Occupation المهنة Place & date of birth محل وتاريخ التولد

Place of wife's/husband work محل عمل الزوج / الزوجة

Issuing Country بلد اصدار الجواز Passport's Number رقم جواز السفر

Exp. Passport تاريخ انتهاء الجواز Date of Issue تاريخ الاصدار

Accompanied Persons المرافقون في الجواز

Profession الأختصاص Certificates الشهادة العلمية

Place of Issuing Certificates جهة منح الشهادة

Date of Issuing Certificates تاريخ الحصول على الشهادة

Place of Issuing Visa الجهة المانحة للسمة Visa Number رقم سمة الدخول

Place Proceeded from الجهة القادم منها Date of Issuing تاريخ منح السمة

Place of Entering المنفذ الحدودي للدخول Date of Entering تاريخ الدخول

Purpose of Entering Iraq الغاية من دخول العراق

Expected Time of Residence in Iraq مدة البقاء المتوقعة في العراق

Full Address for Staying in Iraq العنوان الكامل للاقامة في العراق

Full Address for Place of Work in Iraq العنوان الكامل لموقع العمل في العراق

Address of his Residence in his Country العنوان في بلده

Name of Contracting Firm in Iraq اسم الجهة المتعاقد معها في العراق

Number of previous Entering to Iraq عدد مرات الدخول السابقة للعراق
 Date of the last previous Entry to Iraq تاريخ آخر دخول سابق للعراق
 Previous Occupation in Iraq الأعمال التي مارسها سابقا في العراق
 Places of previous Residence in Iraq الأماكن التي أقام أو اتخذها مقرا له في العراق
 Have you served in the Diplomatic or Commerical servise in Iraq & when هل سبق له العمل في العراق في السلك البلوماسي او التجاري
 Have you been relegated from Iraq before & when هل تم ابعادك من العراق سابقا ومتى

Children`s Name, Age & Occupation

اسماء الأولاد وأعمارهم ومهنتهم

Occupation / المهنة ومكان العمل	Date of Brith / تاريخ التولد	Name / الاسم
..... ١
..... ٢
..... ٣

Countries Visited & Worked in

الدول التي زارها أو عمل فيها

Date of Work & visited / تاريخ العمل أو الزيارة	Kind of Work / نوع العمل	Name of Country / اسم الدولة
..... ١
..... ٢
..... ٣

References & their Address in Iraq

الاشخاص ذوي العلاقة بهم في العراق وعناوينهم

Full Address & Phone / العنوان الكامل ورقم الهاتف	Nationality / الجنسية	Full Name / الاسم الكامل
..... ١
..... ٢
..... ٣

تعهد الطرف العراقي عن الأجنبي أو العربي

..... الاسم: المهنة:
 العنوان الكامل ورقم الهاتف: التوقيع:
 ٢٠٠ / /

ملاحظة: يتحمل اي شخص يدلي بمعلومات غير صحيحة التبعات القانونية
 NOTICE: A person is legally Responsible in case of giving false Information

..... التوقيع:
 Signiture

Sample Business Letter from U.S. Company

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

June 1, 2011

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.