



WASHINGTON, DC

# Visa Requirements LIBERIA

## 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
- Original International Certificate of Vaccination for Yellow Fever

**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.

**TOURIST TRAVELERS must also include:**

- A copy of a recent bank statement. The account number may be blacked out for privacy; do not obscure any other information.

**NOTES:**

For visa requests requiring Same Day or 24 Hour processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

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	24 Hours	48 Hours	8 Business Days
Single Entry, 3 Months	\$210.00	\$181.00	\$131.00
Multiple Entry, 1 Year	\$300.00	\$250.00	\$200.00
Multiple Entry, 2 Years	\$400.00	\$350.00	\$300.00
Multiple Entry, 3 Years	\$500.00	\$450.00	\$400.00

### G3 Processing Fees

Visa Type	24 Hours	48 Hours	8 Business Days
Tourist	\$125.00	\$90.00	\$60.00
Business	\$140.00	\$100.00	\$60.00
Flight Crew	\$140.00	\$100.00	\$60.00



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

# Visa Order Form

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**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.

**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 # \_\_\_\_\_

*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](http://www.g3visas.com) for a description of G3's standard service offering.*

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

**Send This Form and All Required Documents To:**

<b>G3 Washington, DC:</b> 703.276.8472 Phone 888.883.8472 Toll Free 703.524.3374 Fax <a href="mailto:info@g3visas.com">info@g3visas.com</a>	<b>Attn: Visa Department</b> 3300 N Fairfax Drive Suite 220 Arlington, VA 22201
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[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 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 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: \_\_\_\_\_



EMBASSY OF THE  
REPUBLIC OF LIBERIA

5201 16th Street, NW  
Washington, DC 20011

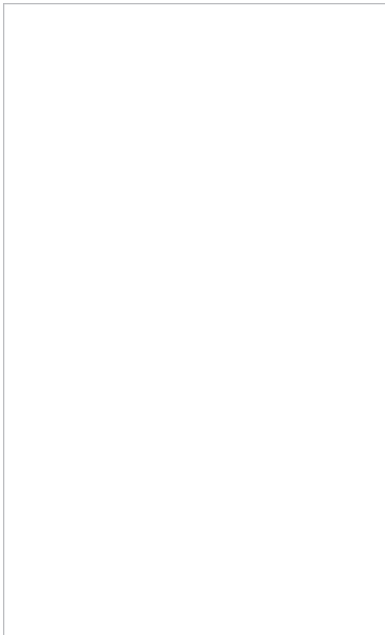
202 723 0437 / tel  
202 723 0436 / fax

www.liberianembassyus.org/consular/visa

DIPLOMATIC/OFFICIAL/REGULAR **VISA**

Name (First/Middle Initial/Last)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address/Suite No.	<input type="text"/>		
City/State/Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>		
Email Address	<input type="text"/>		
Date Of Birth	<input type="text"/>		
Place of Birth (City/Country)	<input type="text"/>	<input type="text"/>	
Nationality	<input type="text"/>		
Passport Number	<input type="text"/>		
Place Issued	<input type="text"/>		
Date Issued	<input type="text"/>		
Expiration Date	<input type="text"/>		
Visa Type Requested	<input type="checkbox"/> <b>Single: 1-3 Months</b>		
	<input type="checkbox"/> <b>Multi: 1 Year</b>	<input type="checkbox"/> <b>Multi: 2 Years</b>	<input type="checkbox"/> <b>Multi: 3 Years</b>
Proposed Travel Date	<input type="text"/>		
Length of Stay	<input type="text"/> <b>Day(s)</b>	<input type="text"/> <b>Week(s)</b>	<input type="text"/> <b>Month(s)</b>
Purpose of Trip	<input type="checkbox"/> Business	<input type="checkbox"/> Tourism	<input type="checkbox"/> Employment*
	<input type="checkbox"/> Official	<input type="checkbox"/> Diplomatic	<input type="checkbox"/> Other
If 'Other', please explain:	<input type="text"/>		

\* If travelling for employment purposes, you must provide the full name, address and telephone number of your future employer in Liberia. **See page 2.** ▼



**VISA REQUIREMENTS**

- Applicant must provide a copy of his/her Yellow Book ( International Certificates of Vaccination ). In accordance with WHO regulations, all persons entering Liberia are required to have a valid certificate of immunization against yellow fever.
- Two (2) passport size photographs:
  - 2 x 2 inches in size, in full colour and identical.
  - Taken within the past six (6) months, showing current appearance.
  - Full face, front view with a plain white or off-white background.
  - Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head.
  - Taken in normal street attire. Uniforms should not be worn, only religious attire that is worn daily.
  - Do not wear a hat or headgear that obscures the hair or hairline.
  - If prescription glasses, a hearing device, wig or similar article is normally worn, it should be worn for your picture.
  - Dark glasses or non-prescription glasses with tinted lenses are unacceptable unless needed for medical reasons. A medical certificate may be required.
- Liberian/Naturalised US citizens are required to obtain a visa from the -Liberian Embassy in Washington, DC or the Consulate in NY- prior to travelling to Liberia.
- A signed, completed application form.
- Self-addressed, prepaid envelope for document return.

# DIPLOMATIC/OFFICIAL/REGULAR VISA

<b>Is this your first visit to Liberia?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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<b>If 'No', when were you last there?</b>	<input type="text"/>
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<b>How long was your stay?</b>	<input type="text"/>
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**Please provide contact information for two (2) people that currently reside in Liberia.**  
If travelling for employment purposes, you must provide the full name, address and telephone number of your future employer in Liberia as a professional reference.

<b>Reference No. 1 (First/MI/Last)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Employer Telephone</b>	<input type="text"/>
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<b>Street Address</b>	<input type="text"/>
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<b>City/State/Zip</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Telephone</b>	<input type="text"/>
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<b>Reference No. 2 (First/MI/Last)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Street Address</b>	<input type="text"/>
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<b>City/State/Zip</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Telephone</b>	<input type="text"/>
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I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the Republic of Liberia. The statements made on the application are true and correct; 2) I have not knowingly and willfully made false statements or included false documents in support of this application; and 3) the photograph submitted with this application is a genuine, current photograph of me. I fully understand that any misleading information given will immediately disqualify me from obtaining a Visa.

<b>Signature of Applicant</b>	<input type="text"/>	<input type="text"/>
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<b>Signature of Person Filling Form</b>	<input type="text"/>	<input type="text"/>
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## FOR EMBASSY USE ONLY

<b>VISA No.</b>	<input type="text"/>
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<b>ISSUED</b>	<input type="text"/>
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<b>EXPIRATION</b>	<input type="text"/>
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<b>APPROVED BY</b>	<input type="text"/>
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# 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.

# Sample Business Letter For Flight Crew

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

June 15, 2011

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, 2009 Date of Arrival #2 (*if applicable*)

Airport of Arrival: *City*

Aircraft/Flight: N506AB

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

(*Signature here, must be signed by someone other than the applicants*)

Title