

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. If you have traveled to Israel and have an immigration stamp in your passport, you will need to have a new passport or a second valid passport issued in order to obtain this visa. Please email info@g3visas.com for assistance with rush passport requests.
- An Arabic translation of your passport. G3 can assist with the official Arabic translation.* Please note that translation fees and processing times listed below are in addition to visa processing times and fees.

Passport Translation Fees

Service	24 Hours or Less	48 Hours	3 Business Days
Passport Translation	\$200.00	\$150.00	\$100.00

- 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).
- One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary.
- Proof of visa approval from Libya.
- A business letter from their U.S. compan, addressed to "Mr. Saleh A. Bufrnina, Head of Consular Section." 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:

*Canadian citizens should call or email info@g3visas.com for specific instructions on Arabic passport translations.

Libyan visas are valid from the date of issue, for a specified duration of stay.

The Libyan Embassy is closed every Friday. No visas can be submitted on Fridays, and Friday does not count as a processing day.

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	Priority 4 Business Days	Expedited 6 Business Days
Single Entry, valid 45 days, 30 day stay	\$155.00	\$155.00
Multiple Entry, valid 180 days, 180 day stay	\$355.00	\$355.00
Work Visa, valid 90 days, 90 day stay	\$205.00	\$205.00

G3 Processing Fees

Visa Type	Priority 4 Business Days	Expedited 6 Business Days
Business	\$135.00	\$80.00
Work/Residency	\$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
@6MA

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).

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
HFUbgUtion Fee (If Applicable)
Embassy Fee
G3 Processing Fee
Concierge Level Service (Optional)
Shipping Fee
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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

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.)

Libyan Liaison Office

مكتب الإتصال الليبي بواشنطن



Entry Visa Application Form

In case entry purpose is mission/work/study/visit
give name and address of concerned body _____

إذا كان الغرض من الدخول
للمهمة/للعمل/للدراسة/
تحدد الجهة التي ستكون يطر فيها

FIRST: Application's Personal Particulars
Name in Full _____
الإسم الثلاثي

أولا/بيانات شخصية عن طلب تأشيرة الدخول

Family name: _____
اللقب

Enclosed Documents: _____ ما هي المستندات التي تؤيد الطلب:

Place & Date of birth _____ مكان وتاريخ الميلاد

Have you ever been to Jamahiriya _____ هل سبق لك الدخول إلى الجماهيرية

Former Nationality _____ Present Nationality _____
الجنسية الحالية

Last Departure Date: _____ متى غادرتها: When _____
المهنة: _____
Occupation _____

Purpose: _____ غرض الزيارة: _____
Qualifications _____ Sex: _____
نكر / أنثى

Last Address in Jamahiria: _____ آخر عنوان أقمت به بالجماهيرية

Phone. #: _____ Religion: _____
الديانة

Indicate Whether said entry was for work or
on mission – indicate nature of work or mission _____
Indicate destination in case of
transit _____

إذا كان الدخول لغرض العمل أو المهمة
يحدد نوع العمل أو المهمة
إذا كان الغرض مرور
حدد البلد الذي تقصده

Father's name in full _____
إسم الأب ثلاثي:

Mother's name in full _____
إسم الأم ثلاثي:

Means of Travel: _____ واسطة السفر إليه: _____
Social Status: single/married/divorced/widow _____
الوضع العائلي

References in Jamahiriya: _____ اهم المعارف والأصدقاء بالجماهيرية: _____
Present Address: _____
العنوان في بلدك:

Issued on: _____ Passport#: _____
رقم جواز السفر: تاريخ إصداره:

Valid to: _____ تاريخ إنتهاء صلاحيته:

Applicant's Signature: _____ توقيع الطلب: _____
SECOND: General Information: ثانيا/ معلومات عامة:

Receiver's Signature: _____ توقيع المستلم: _____
Purpose of Visit: _____ الغرض من الدخول:

Date: _____ التاريخ: _____
Required Period: _____ المدة المطلوبة للإقامة:

Address in the Jamahiriya: _____ العنوان الذي ستقيم به بالجماهيرية:

Sample Business Letter from U.S. Company

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

June 1, 2012

Mr. Saleh A. Bufrnina
Head of Consular Section
Embassy of Libya

Dear Mr. Bufrnina,

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.