

## 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.
- 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.

**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.
- A letter of invitation from the organization to be visited in Macedonia. Faxed or scanned copies accepted (sample attached.)

**NOTES:**

U.S. Citizens do not require visas to Macedonia for trips of less than 90 days.

Visa processing times listed below do not include time required for the Embassy to request visa approval from authorities in Macedonia. Approval typically takes 7-10 days to acquire. To speed up the visa approval process, please email your completed application, the attached traveler information form, and business letters (if applicable) to [info@g3visas.com](mailto:info@g3visas.com).

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	48 Hours	4 Business Days
Single Entry	\$90.00	\$60.00
Double Entry	\$110.00	\$70.00
Multiple Entry	N/A	\$100.00

### G3 Processing Fees

Visa Type	48 Hours	4 Business Days
Tourist	\$90.00	\$80.00
Business	\$110.00	\$90.00
Flight Crew	\$90.00	\$80.00



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

# Visa Order Form

# A 5798CB-5

## 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](http://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  
[info@g3visas.com](mailto:info@g3visas.com)

**Attn: Visa Department**  
 3300 N Fairfax Drive  
 Suite 220  
 Arlington, VA 22201

[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.

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

### 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: \_\_\_\_\_



<b>19. Занимање</b> Current occupation <input type="text"/>		<b>Дополнителна документација:</b>  <input type="checkbox"/> важечка и призната ПИ  <input type="checkbox"/> доказ за финансиски средства  <input type="checkbox"/> покана (доказ за цел/ околности на планиран престој во РМ)  <input type="checkbox"/> превозно средство  <input type="checkbox"/> фотографија  <input type="checkbox"/> документ за патничко осигурување  <input type="checkbox"/> решение за привремен престој во РМ (за виза Д)  <input type="checkbox"/> доказ за платена такса за обработка на барањето  <input type="checkbox"/> друго:	
<b>20. Работодавач, адреса на работодавачот и телефонски број. За студенти име и адреса на училиштето и телефонски број.</b> Employer and employer's address and telephone number. For students, name and address of school. <input type="text"/>			
<b>21. Главна дестинација:</b> Main destination  <input type="text"/>	<b>22. Вид на виза:</b> Type of Visa <input type="checkbox"/> <b>Аеродромска транзитна Виза (виза А)</b> Airport transit (A) visa <input type="checkbox"/> <b>Транзитна виза (виза Б)</b> Transit (B) visa <input type="checkbox"/> <b>Виза за краткорочен престој (виза Ц)</b> Short stay (C) visa <input type="checkbox"/> <b>Виза за долгорочен престој (виза Д)</b> Long stay (D) visa		<b>23. Виза :</b> Visa  <input type="checkbox"/> <b>Индивидуална</b> Individual  <input type="checkbox"/> <b>Колективна</b> Collective
<b>24. Број на влегувања кои се бараат:</b> Number of entries requested  <input type="checkbox"/> <b>Еден влез</b> Single entry  <input type="checkbox"/> <b>Повеќе влеза</b> Multiple entries	<input type="checkbox"/> <b>Два влеза</b> Two entries		<b>25. Траење на престојот</b> Duration of stay  <input type="checkbox"/> <b>Визата се бара за _____ дена.</b> Visa is requested for: _____ days
<b>26. Претходно издадени визи (во последните три години) и нивната важност.</b> Other visas (issued during the past three years) and their period of validity. <input type="text"/>			
<b>27. Во случај на транзит, дали Ви е одобрен влез во државата на конечна дестинација?</b> In the case of transit, have you an entry permit for the final country of destination?  <input type="checkbox"/> <b>Не</b> No <input type="checkbox"/> <b>Да, важност до: _____</b> Yes, valid until <input type="checkbox"/> <b>Издаден од: _____</b> Issuing authority			
<b>28. Претходни престои во Република Македонија:</b> Previous stays in Republic of Macedonia: <input type="text"/>			
<b>29. Цел на патувањето:</b> Purpose of travel:  <input type="checkbox"/> <b>Туризам</b> <input type="checkbox"/> <b>Бизнис</b> <input type="checkbox"/> <b>Посета на роднини или пријатели</b> <input type="checkbox"/> <b>Култура/спорт</b> <input type="checkbox"/> <b>Официјална посета</b> Tourism   Business   Visit to Family or Friends   Cultural / Sports   Official  <input type="checkbox"/> <b>Здравствени причини</b> <input type="checkbox"/> <b>Останато (да се наведе): _____</b> Medical reasons   Other (please specify):			
<b>30. Датум на пристигнување</b> Date of arrival <input type="text"/>	<b>31. Датум на заминување</b> Date of departure <input type="text"/>		
<b>32. Граничен премин при првото влегување или на транзитниот правец</b> Border of first entry or transit route <input type="text"/>	<b>33. Вид на превозно средство:</b> Means of transport: <input type="text"/>		
<b>34. Име и адреса на домашното физичко или правно лице кое го поканува странецот како и лице за контакт. Во останати случаи да се наведе име на хотелот или привремената адреса во Република Македонија.</b> Name of host or company in Macedonia and contact person in host company. If not applicable, give name of hotel or temporary address in Republic of Macedonia <b>Име</b> Name <input type="text"/> <b>Целосна адреса на живеење</b> Full address <input type="text"/>		<b>Виза:</b>  <input type="checkbox"/> одбиена <input type="checkbox"/> издадена  <b>Тип на виза:</b>  <input type="checkbox"/> А <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> Д  <b>Број на влегувања:</b>  <input type="checkbox"/> <b>Еден влез</b> <input type="checkbox"/> <b>Два влеза</b> <input type="checkbox"/> <b>Повеќе влеза</b>  <b>Важи:</b> од _____ до _____  <b>Важи за:</b> _____	
<b>Име</b> Name <input type="text"/>		<b>Телефон и факс</b> Telephone and fax <input type="text"/>	
<b>Целосна адреса на живеење</b> Full address <input type="text"/>		<b>Адреса на електронската пошта</b> e-mail address <input type="text"/>	

<b>35. Кој ги покрива трошоците за пат и за престојот ?</b> Who is paying for your cost of travelling and for your costs of living during your stay?														
<input type="checkbox"/> <b>Лично</b> <input type="checkbox"/> <b>Домаќинот/домаќините</b> <input type="checkbox"/> <b>Компанијата- домаќин</b> Myself                      Host person/s                      Host company														
<b>(Да се наведе кој и како, и да се прикаже соодветната документација):</b> (State who and how and present corresponding documentation):														
<b>36. Средства за издржување за време на престојот:</b> Means of support during your stay														
<input type="checkbox"/> <b>Во готово</b> <input type="checkbox"/> <b>Патнички чекови</b> <input type="checkbox"/> <b>Кредитни картички</b> <input type="checkbox"/> <b>Сместување</b> <input type="checkbox"/> <b>Останато:</b> Cash                      Travellers' cheques                      Credit cards                      Accommodation                      Other:														
<input type="checkbox"/> <b>Патничко и/или здравствено осигурување. Важи до</b> _____ Travel and/or health insurance. Valid until														
<b>37. Презиме на брачниот другар</b> Spouse's family name		<b>38. Презиме на брачниот другар од раѓање</b> Spouse's family name at birth												
<input type="text"/>		<input type="text"/>												
<b>39. Име на брачниот другар</b> Spouse's first name	<b>40. Дата на раѓање на брачниот другар</b> Spouse's date of birth	<b>41. Место на раѓање на брачниот другар</b> Spouse's place of birth												
<input type="text"/>	<input type="text"/>	<input type="text"/>												
<b>42. Деца ( Барањата мора да бидат поднесени поединечно за секој пасош)</b> Children (Applications must be submitted separately for each passport)														
<table border="1"> <thead> <tr> <th>Презиме Name</th> <th>Име First name</th> <th>Датум на раѓање Date of birth</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>			Презиме Name	Име First name	Датум на раѓање Date of birth	1			2			3		
Презиме Name	Име First name	Датум на раѓање Date of birth												
1														
2														
3														
<p><b>43. Информиран сум и се согласувам со тоа што моите лични податоци кои фигурираат во ова барање за виза ќе бидат соопштени на надлежните власти од Република Македонија и, доколу е неопходно ќе бидат обработени од страна на истите, со цел да се разгледа моето барање за виза. Овие податоци ќе може да бидат внесени и архивирани во бази на податоци во кои ќе можат да имаат пристап надлежните власти на Република Македонија.</b></p> <p>На мое барање, конзуларните власти кои го разгледуваат моето барање ќе ме информираат како да го остварам моето право да ги проверам моите лични податоци и да ги изменам или укинам, посебно во случај кога се неточни, во согласност со националната легислатива на Република Македонија. Изјавувам дека колку што ми е познато сите податоци што ги изнесов се комплетни и точни.</p> <p>Познато ми е дека лажни изјави ќе предизвикаат одбивање на барањето или поништување на веќе издадената виза, а исто така може да предизвика судски постапки во согласност со законите на Република Македонија.</p> <p>Се обврзувам да ја напуштам територијата на Република Македонија по истекувањето на визата, доколку истата биде издадена.</p> <p>Информиран сум дека добивањето виза е само еден од условите потребни за влез во Република Македонија. Самото издавање на виза не ми дава никакво право на надоместок доколку не ги исполнувам условите предвидени согласно националното законодавство на Република Македонија и според тоа не ми се дозволи влез. Исполнувањето на условите за влез ќе бидат проверени уште еднаш во моментот на влегување на територија на Република Македонија.</p> <p>I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in Republic of Macedonia and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in Republic of Macedonia.</p> <p>At my express request, the consular authority processing my application will inform me of manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the Macedonian law.</p> <p>I declare that to the best of my knowledge all particulars supplied by me are correct and complete.</p> <p>I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Macedonian law.</p> <p>I undertake to leave the territory of Republic of Macedonia upon the expiry of the visa, if granted.</p> <p>I have been informed that possession of a visa is only one of the prerequisites for entry into Republic of Macedonia. If entry is refused I will have no claim to compensation.</p>														
<b>44. Домашна адреса на барателот</b> Applicant's home address		<b>45. Број на телефон и адреса на електронската пошта (факултативно)</b> Telephone number e-mail address (optional)												
<input type="text"/>		<input type="text"/>												
<b>46. Место и датум</b> Place and date		<b>47. Потпис (за малолетници се потпишува старателот)</b> Signature (for minors, signature of custodian / guardian)												
<input type="text"/>		<input type="text"/>												



# 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

# Sample Business Invitation Letter from Overseas 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,

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.