



NEW YORK

# Visa Requirements MOROCCO

## Required Documents Checklist

**BUSINESS and FLIGHT CREW 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.
- 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.
- Copy of hotel reservations, or a notarized letter of invitation from the host in Morocco.
- 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 original letterhead and signed by a representative of the company other than the applicant. A sample is attached.

### NOTES:

U.S. citizens do not require visas for trips to Morocco of less than 90 days.

G3 is able to assist with Business Visa requests only. Applicants for tourist visas must apply directly to the consulate.

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	4 Business Days	6 Business Days	8 Business Days
Single Entry	\$71.00	\$51.00	\$31.00
Double Entry	\$86.00	\$66.00	\$46.00

### G3 Processing Fees

Visa Type	4 Business Days	6 Business Days	8 Business Days
Business	\$100.00	\$80.00	\$60.00
Flight Crew	\$95.00	\$75.00	\$60.00



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

# Visa Order Form

# A C F C 7 7 C

## 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 \$75.00 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 New York:** 212.433.1356 Phone  
 888.448.4727 Toll Free  
 646.666.7670 Fax  
[NYC@g3visas.com](mailto:NYC@g3visas.com)

**Attn: Visa Department**  
 60 East 42nd Street  
 4th Floor, Suite 457  
 New York, NY 10165

[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: \_\_\_\_\_

**ROYAUME DU MAROC  
MINISTERE DES AFFAIRES ETRANGERES**

CONSULAT GENERAL A NEW YORK

Numero du visa accorde:

DEMANDE DE VISA  
VISA APPLICATION

**A remplir lisiblement en  
Anglais ou Francais.  
Please fill in very clearly  
in English or French.**

Nom de famille: \_\_\_\_\_  
*Family name*

Prenom: \_\_\_\_\_  
*First name*

Nom de jeune fille: \_\_\_\_\_  
*Maiden name*

Date de naissance: \_\_\_\_\_  
*Date of birth*

Lieu de naissance: \_\_\_\_\_  
*Place of birth*

Nationalite d'origine: \_\_\_\_\_  
*Nationality of origin*

Nationalite actuelle: \_\_\_\_\_  
*Present nationality*

Etat civil: \_\_\_\_\_  
*Civil status*

Nombre d'enfants: \_\_\_\_\_  
*Number of children*

Adresse domicile: \_\_\_\_\_  
*Home address*

Adresse bureau: \_\_\_\_\_  
*Office address*

Profession: \_\_\_\_\_  
*Profession*

Date approximative d'arrivee au Maroc: \_\_\_\_\_  
*Approximate date of arrival in Morocco*

PHOTO

N# passeport: \_\_\_\_\_  
Passport #

Delivre le: \_\_\_\_\_  
Delivered on:

Par: \_\_\_\_\_  
By:

Expire le: \_\_\_\_\_  
Expires on:

Nature et duree du visa demandee:  
(Le carre ci-contre doit etre rempli.  
Rayer les mentions inutiles)  
Nature and length of visa applied for:  
(Please fill in opposite square.  
Cross out when not applicable.)

Transit a destination de:  
Transit to: \_\_\_\_\_

Arret de \_\_\_\_\_ jours  
Stop over of \_\_\_\_\_ days

Sejour de \_\_\_\_\_ jours  
Stay of \_\_\_\_\_ days

Sejour de \_\_\_\_\_ mois  
Stay of \_\_\_\_\_ months

RESIDENT ALIEN CARD

Registration # \_\_\_\_\_

Delivered on: \_\_\_\_\_

By: \_\_\_\_\_

Expiration date: permanent

But de votre visite au Maroc: \_\_\_\_\_  
Aim of your visit in Morocco:

S'il s'agit d'un voyage d'affaires, donnez les noms et adresses exactes des personnes que vous comptez voir:  
If this is a business trip, please give names and exact addresses of the business people you plan to see:

\_\_\_\_\_  
\_\_\_\_\_

Precisez le port ou l'aéroport d'entrée au Maroc: \_\_\_\_\_  
Please state port or airport of entry in Morocco:

Adresse exacte ou vous comptez séjourner au Maroc: \_\_\_\_\_  
Exact address where you plan to stay in Morocco:

Avez vous l'intention d'établir un commerce ou une industrie au Maroc: \_\_\_\_\_  
Do you intend to start a business or an industry in Morocco:

Où avez vous l'intention d'aller en quittant le Maroc: \_\_\_\_\_  
Where do you plan to go when leaving Morocco:

Je m'engage à ne pas accepter un emploi salarié ou un travail rémunéré (en argent ou en nature) pendant mon séjour au Maroc; à ne pas tenter de rester définitivement au Maroc; à quitter le territoire du Maroc à la date d'expiration du visa qui me sera accordé.

I hereby agree not to accept a salaried job or any other work which offers remuneration during my stay in Morocco; to make no attempt to stay permanently in Morocco; to make no attempt to stay permanently in Morocco; to leave the Moroccan territory on the expiration date of the visa granted to me.

Ma signature engage ma responsabilité et m'expose aux poursuites par la loi en cas de fausses déclarations.  
My signature is binding and makes me subject to legal action in case of false statements.

Signature: \_\_\_\_\_  
Sined:

Date: \_\_\_\_\_  
Dated:



# 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