

Required Documents Checklist

ALL BUSINESS AND FLIGHT CREW 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 original I-94.
- One completed and signed visa application form (two pages). Please ensure both pages are completed and signed.
- Two passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary.
- 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 Myanmar (faxed or scanned copies accepted.) A sample is attached.
- Flight Crew travelers must also submit proof of landing permits.

NOTES:

These instructions are valid for Business and Flight Crew travelers only. If you require a Tourist visa to Myanmar, please email info@g3visas.com for instructions.

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	11 Business Days	15 Business Days
Single Entry	\$60.00	\$30.00

G3 Processing Fees

Visa Type	11 Business Days	15 Business Days
Business	\$105.00	\$65.00
Flight Crew	\$110.00	\$75.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form
MYANMAR - Business

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 \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery* \$80.00
Saturday Delivery* \$40.00
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

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).
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.

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:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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
Attn: Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201
www.g3visas.com

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:
Cardholder Signature:

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.

DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION IMMIGRATION DEPARTMENT

APPLICATION FOR ENTRY VISA (Business)

- 1. Name in Full (Fill in Block Letters)
2. Father's Full Name:
3. Date of Birth(dd/mm/yyyy):
4. Place of Birth (City /State /Country):
5. Nationality:
6. Present Occupation:
7. Marital Status:
8. Spouse's Full Name:

Official use only
B.E.V.(SINGLE)
B.E.V.(MULTIPLE)

PHOTO
Recently taken
35mm X 45mm
color photo
with full face, front view,
no hat
and against
a plain light background

Passport

- 9. (a) Number (b) Date of Issue (c) Place of issue (d) Issuing Authority (e) Date of expiration
10. Present Address in U.S.
11. Contact Phn. No. (Res.) (Work) e-mail:
12. Address in Myanmar:
13. Have you ever been to Myanmar:
14. Have you ever been refused to enter Myanmar:
15. Expected dt. of Arrival (ETA- Myn.): Flight No. ()
Expected dt. of Departure (ETD- Myn.): Flight No. ()
16. Name and Address during stay in Myanmar
17. Attention for Applicant:

- (a) Apart from the professions mentioned this visa application form applicants are not to engage in any sort of work, with or without charges.
(b) Applicant shall abide by the Laws of the Union of Myanmar and shall not interfere in the Internal Affairs of the Union of Myanmar.
(c) Legal action will be taken against those who violate or contravene any provision of the existing laws, rules and regulations of the Union of Myanmar.

I hereby declare that I fully understand the above mentioned conditions, that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of entry stated herein.

Date (dd/mm/yyyy) : Signature of Applicant

(FOR OFFICE USE ONLY)

Visa No. Date:
Visa Authority: MOFA Lt. No. 46 11 11 (66) Dated : 26 January 1993
- (If ohter) MOFA Lt. No. Dated: / /

Signature of Officer in-Charge

Embassy of the Union of Myanmar
Washington D.C.
Work History for Visa Applicant

1. Name in Full : _____ / _____ / _____
(Fill in Block Letters) First Name Middle Name Last Name

2. Date of birth (dd/mm/yyyy): __/__/_____

3. Place of birth: U.S., _____ (Other): _____

4. Permanent Home Address: _____

5. Tel. (Res.) () _____ (Work Place) () _____
e-mail: _____

6. Work Description **(Current)**

(a) Job Title : _____
From (dd/mm/yyyy): __/__/_____ - To (dd/mm/yyyy): __/__/_____

(b) Office _____
Section _____
Division _____
Describe your Duties: _____

7. Work Description **(Previous)**

(a) Job Title : _____
From (dd/mm/yyyy): __/__/_____ - To (dd/mm/yyyy): __/__/_____

(b) Office _____
Section _____
Division _____
Describe your Duties: _____

I hereby declare that the particulars given above are true and correct and that I will not engage in any activities irrelevant to the purpose of my entry.

Signature of Applicant
Date:(dd/mm/yyyy): __/__/_____

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.