G3 VISAS & PASSPORTS

WASHINGTON, DC

Visa Requirements PAKISTAN

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.
- [ ] One completed and signed visa application form (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

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- [ ] One completed "Additional Form for Business Visa Applicant" (see attached).
- [ ] 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 company to be visited in Pakistan. Faxed or scanned copies are acceptable. 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:

Visas are issued for single entry. Double or multiple entry visas require the Embassy to request approval from Pakistan, which can add up to three weeks to the visa processing time.

A doctor's note confirming freedom from infectious diseases must be presented upon entry to Pakistan.

Journalists and photographers must fill out an additional application. Contact info@g3visas.com to have the application emailed to you.

Citizens of India should email info@g3visas.com for specific instructions.

For visa requests requiring 2 Business Day 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	2-3 Business Days	5 Business Days	10 Business Days
Tourist	$164.00	$124.00	$124.00
Business/Flight Crew	$225.00	$185.00	$185.00

G3 Processing Fees

Visa Type	2-3 Business Days	5 Business Days	10 Business Days
Tourist	$100.00	$80.00	$60.00
Business	$110.00	$90.00	$60.00
Flight Crew	$110.00	$90.00	$60.00
Journalist/Photographer	N/A	$90.00	$60.00

☐ Concierge Level Service Requested

An additional service fee of $75 per visa will apply.

G3 VISAS & PASSPORTS

WASHINGTON, DC

Visa Order Form
PAKISTAN

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

**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).

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:

	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:	_____
				Total Payment Enclosed:	_____

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:

_____

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

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.

Revised 12/14/2011

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

Please consider the environment before printing this page.

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 Flight Crew Letter

Please consider the environment before printing this page.

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.

Sample Business Letter

Please consider the environment before printing this page.