



WASHINGTON, DC

Visa Requirements PANAMA

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. (See note below.)
- One completed and signed visa application form (see attached).
- Three passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of flight itinerary
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure other information.
- Copy of hotel reservations, if applicable.

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.

TOURIST TRAVELERS must also include:

- Proof of employment: copy of pay stub plus a letter from the employer stating that the applicant will return to work after the trip.

NOTES:

U.S. Citizens do not require visas for trips to Panama of less than 90 days. An entry card may be purchased on arrival for \$5.

Non-U.S. Citizens of certain nationalities and Non-U.S. Citizens who do not hold a U.S. Alien Resident Card will have their visa processing times extended by as much as 60 days so the Embassy can request visa approval from Panama. Contact info@g3visas.com to confirm whether your visa request will require that the Embassy petition for approval.

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	3 Business Days	5 Business Days	7 Business Days
Single Entry	\$185.00	\$185.00	\$185.00

G3 Processing Fees

Visa Type	3 Business Days	5 Business Days	7 Business Days
Tourist	\$90.00	\$70.00	\$55.00
Business	\$100.00	\$80.00	\$65.00
Flight Crew	\$100.00	\$80.00	\$65.00



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

Visa Order Form

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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 for a description of G3's standard service offering.

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 # _____

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
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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.

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: _____



CONSULADO GENERAL DE PANAMA

SOLICITUD DE VISA
REQUEST FORM FOR VISA

Lea cuidadosamente el formulario. No borre, ni tache. No deje espacios en blanco. En el caso que la interrogante no aplique a su solicitud, escribir "no aplica" (N/A).

Please read carefully. Do not erase or cross out. Do not leave spaces blank. If the question does not apply, please write "not applicable" or N/A.

1. NOMBRE COMPLETO / FULL NAME: PRIMERO / FIRST SEGUNDO / MIDDLE APELLIDOS / LAST

2. NOMBRE USUAL / OTHER NAMES USED:

NOMBRE LEGAL / LEGAL NAME:

SEXO / SEX F M

3. ESTADO CIVIL / LEGAL STATUS: casado / married soltero / single divorciado / divorced
unido / common law union viudo / widow otros / other

4. NOMBRE DEL CONYUGE (aun si es divorciado) / NAME OF SPOUSE (even if divorced):

NACIONALIDAD DEL CONYUGE / SPOUSE'S NATIONALITY:

5. PASAPORTE No. / PASSPORT No.:

PAIS QUE LO EXPIDE / ISSUING COUNTRY:

6. FECHA DE VENCIMIENTO / EXPIRATION DATE:

7. PAIS DE RESIDENCIA Y DIRECCION DEL SOLICITANTE / COUNTRY OF RESIDENCE AND APPLICANT'S ADDRESS

PAIS / COUNTRY ESTADO, PROVINCIA O DEPARTAMENTO / STATE, PROVINCE OR DEPARTMENT

CIUDAD / CITY AVENIDA, CALLE Y No. DE CASA O HABITACION / AVENUE, STREET, HOUSE OR APT. NUMBER

8. NUMERO DE TELEFONO, FAX APARTADO POSTAL

TELEPHONE NUMBER:

9. CORREO ELECTRONICO / EMAIL

10. NACIONALIDAD: _____ OCUPACION-PROFESION ACTUAL: _____

NATIONALITY

OCCUPATION

11. LUGAR DE TRABAJO Y NOMBRE DEL EMPLEADOR: _____
PLACE OF WORK AND EMPLOYER

12. FECHA (mm/dd/aaaa) Y LUGAR DE NACIMIENTO: _____
DATE (mm/dd/yyyy) AND PLACE OF BIRTH:

13. RELIGION: _____
RELIGIOUS DENOMINATION:

14. DECLARE SI TIENE FAMILIARES O AMISTADES EN PANAMA (NOMBRE, PARENTESCO Y DOMICILIO) _____
DO YOU HAVE RELATIVES OR FRIENDS IN PANAMA (NAME, RELATION AND ADDRESS)

NOMBRE PARENTESCO DIRECCION

15. DIRECCION DEL HOTEL O SITIO DONDE VA A HOSPEDARSE EN PANAMA
ADDRESS OF HOTEL OR PLACE WHERE YOU WILL BE STAYING IN PANAMA

16. TELEFONOS DONDE SE LE PUEDE LOCALIZAR EN PANAMA:

TELEPHONE WHERE YOU CAN BE REACHED IN PANAMA

17. FECHA EN QUE PLANEA VIAJAR A PANAMA:
DATES YOU INTEND TO TRAVEL TO PANAMA

18. TIEMPO DE ESTADIA EN PANAMA (debe ser exacto): _____
LENGTH OF STAY IN PANAMA (must be precise)

19. MOTIVO DE VIAJE _____
REASON FOR VISIT

TURISMO/ **TOURISM**
ASISTIR A SEMINARIOS, FERIAS U OTROS EVENTOS/ **ATTEND SEMINARS, FAIRS OR OTHER EVENTS**
VISITAR A FAMILIARES (hasta 90 dias)/ **VISIT FAMILY (up to 90 days)**
HACER CONTACTOS DE NEGOCIOS/ **MAKE BUSINESS CONTACTS**
VISITAS COMERCIALES Y PROFESIONALES/ **COMMERCIAL AND PROFESSIONAL VISITS**
RECIBIR SERVICIOS MEDICOS AMBULATORIOS O TRATAMIENTOS CORTOS/ **RECEIVE AMBULATORY OR SHORT MEDICAL TREATMENTS**
OTROS/ **OTHER**

SI VA A INGRESAR COMO INTEGRANTE DE UNA EXCURSION O CON UN PLAN DE TURISTA, DESCRIBIR:
IF VISITING AS PART OF A GROUP TOUR OR EXCURSION, PLEASE DESCRIBE:

20. DECLARE SI PIENSA SOLICITAR ALGUNA OTRA VISA DE NO RESIDENTE O PERMISO CUANDO INGRESA A PANAMA/ **STATE IF YOU INTEND TO APPLY FOR ANOTHER NON-RESIDENT CLASS VISA OR PERMIT WHEN YOU ENTER PANAMA:** SI/ **YES** NO (SIGA CON EL PUNTO No.24/ **GO ON TO No.24**)

21. QUE VISA O PERMISO DESEA SOLICITAR EN PANAMA
WHAT VISA OR PERMIT DO YOU INTEND TO APPLY FOR IN PANAMA
VISA MULTIPLE DE NO RESIDENTE/ **MULTIPLE NON-RESIDENT VISA**
PERMISO DE RESIDENTE TEMPORAL/ **TEMPORARY RESIDENT PERMIT**
PERMISO DE RESIDENTE PERMANENTE/ **PERMANENT RESIDENT PERMIT**

22. EN EL CASO DE QUE SU INTENCION SEA SOLICITAR UNA RESIDENCIA TEMPORAL O PERMANENTE DECLARE: QUE PERMISO DE RESIDENCIA APLICARA (debe ser exacto) **IF YOUR INTENTION IS TO APPLY FOR A TEMPORARY OR PERMANENT RESIDENCY, STATE, WHICH RESIDENCY PERMIT ARE YOU APPLYING FOR:**

23. ¿COMO PIENSA SUBSISTIR? _____

HOW DO YOU PLAN TO FINANCE YOUR STAY?

- A) EJERCRIENDO LA PROFESION DE/ **WORKING AS A**
- B) SI EL MOTIVO ES ESTUDIOS, ESPECIFICAR: CENTRO EDUCATIVO _____
IF YOU ARE GOING TO STUDY, SPECIFY: EDUCATIONAL INSTITUTION
NOMBRE Y DURACION DE LA CARRERA _____ (Debe adjuntar carta original de admisión, de una institución reconocida por el Ministerio de Educación). NAME AND LENGTH OF COURSE (Please include original letter of Admissions of an accredited insitution with the Ministry of Education)
- C) DEPENDIENTE DE MADRE, PADRE, CONYUGE, HIJOS MAYORES DE EDAD (Especifique)
DEPENDENT OF MOTHER, FATHER, SPOUSE, ADULT CHILDREN (Specify)
- D) RENTISTA O JUBILADO/ **PENSIONER OR RETIRED**
- E) SOLVENCIA ECONOMICA PROPIA/ **ECONOMICALLY SELF-SUFFICIENT**
- F) INVERSIONISTA/ **INVESTOR:**
- G) TENGO PROMESA DE TRABAJO EN LA EMPRESA/ **I HAVE A COMMITMENT WITH**
- H) CONTRATADO POR EL GOBIERNO, ESPECIFIQUE/ **GOVERNMENT CONTRACT, SPECIFY**
- I) COMO EJECUTIVO EN LA ZONA LIBRE DE COLON/ **AS EXECUTIVE WITH THE COLON FREE ZONE**
- J) REMUNERADO DESDE EL EXTERIOR POR LA EMPRESA/ **REMUNERATED FROM ABROAD BY COMPANY**
- K) OTROS/ **OTHER**

24. DETALLE SI HA ESTADO ANTERIORMENTE EN PANAMA Y AÑO _____

GIVE DETAILS OF PREVIOUS VISITS TO PANAMA AND DATES

25. ALGUNA VEZ SE LE HA AUTORIZADO UNA VISA DE PANAMA: SI/ **YES** NO

HAVE YOU EVER BEEN GRANTED A VISA TO PANAMA

ESPECIFIQUE TIPO DE VISA (TURISTA, PERMISO DE RESIDENCIA, MULTIPLE)

26. SI TIENE VISAS VIGENTES DE OTROS PAISES, INDIQUE CUALES _____

IF YOU HAVE VALID VISAS FOR OTHER COUNTRIES, STATE WHICH

27. ALGUNA VEZ SE LE HA NEGADO O REVOCADO UNA VISA O RESIDENCIA DE PANAMA. ESPECIFIQUE TIPO DE VISA, PERMISO Y FECHA _____

HAVE YOU EVER BEEN DENIED A VISA OR RESIDENCY IN PANAMA OR HAVE HAD ONE REVOKED. IF YES, SPECIFY WHAT TYPE OF VISA, PERMIT AND DATES

28. NOMBRE Y FIRMA DEL SOLICITANTE _____

NAME AND SIGNATURE OF APPLICANT

29. ALGUNA PERSONA HA LLENADO ESTE FORMULARIO POR USTED: SI/ **YES** NO

HAS SOMEONE HELPED YOU IN FILLING OUT THIS APPLICATION

30. NOMBRE Y FIRMA DE LA PERSONA QUE HA LLENADO EL FORMULARIO POR USTED _____

NAME AND SIGNATURE OF PERSON WHO FILLED OUT THIS APPLICATION FOR YOU

31. ES USTED RESIDENTE DE ALGUN OTRO PAIS DISTINTO AL DE SU NACIONALIDAD: SI/ **YES** NO

ARE YOU A RESIDENT OF ANY OTHER COUNTRY DIFFERENT FROM YOUR NATIONALITY

31. DE QUE PAIS ES RESIDENTE (Adjuntar copia legible del carné o documentación que acredite la residencia) _____

OF WHICH COUNTRY ARE YOU A RESIDENT (Attach legible copy of resident card or documentation that certifies residency)

Certifico que he leído y comprendido todas las preguntas que aparecen en esta solicitud y que las respuestas que he dado en este formulario son correctas a mi mejor saber y entender. Entiendo que cualquier declaración falsa o engañosa puede dar como resultado la negativa permanente de una visa o de mi entrada a Panama. Comprendo que la posesión de una visa no garantiza al portador el derecho de entrar a Panama, si al llegar a un puesto de entrada al país se determina que no tengo ese derecho.

I certify that I have read and understood all the questions in this application and that the answers I have given are, to the best of my knowledge and understanding, correct. I understand that any false or misleading statement can result in the permanent negation of a visa or my arrival in Panama. I understand that the possession of a visa does not guarantee the holder the right to enter Panama, if upon arrival in a port of entry to the country, it is determined that I do not have that right.

NOMBRE Y FIRMA DEL SOLICITANTE / ***NAME AND SIGNATURE OF APPLICANT*** _____
FECHA / ***DATE*** _____



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