

## Required Documents Checklist

**ALL TRAVELERS must include the following documents in your package to G3:**

- Your original valid signed passport, PLUS a photocopy of the information/photo page. Your passport must have at least one blank visa page and more than six months before expiry, and must be signed.
- 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.
- One 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.

### NOTES:

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	6 Business Days	8 Business Days	10 Business Days
Multiple Entry, valid 3 months	\$120.00	\$100.00	\$100.00

### G3 Processing Fees

Visa Type	6 Business Days	8 Business Days	10 Business Days
Tourist	\$105.00	\$80.00	\$60.00
Business	\$135.00	\$90.00	\$60.00
Flight Crew	\$135.00	\$90.00	\$60.00



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

# Visa Order Form

## D5F 5; I 5M

**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.

**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 # \_\_\_\_\_

*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.*

**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>	_____

**Send This Form and All Required Documents To:**

<b>G3 Washington, DC:</b> 703.276.8472 Phone 888.883.8472 Toll Free 703.524.3374 Fax <a href="mailto:info@g3visas.com">info@g3visas.com</a>	<b>Attn: Visa Department</b> 3300 N Fairfax Drive Suite 220 Arlington, VA 22201
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[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.

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

FOTO  
(Picture)

**SOLICITUD DE VISA “NO RESIDENTE”**

**PARA LA REPÚBLICA DEL PARAGUAY**  
NON - RESIDENT VISA APPLICATION  
FOR REPUBLIC OF PARAGUAY

Embajada de La República del Paraguay  
Washington, D.C. - Estados Unidos de América

**No Completar  
(Do not fill in)**

Nº de Visa:

Tipo:

Fecha:

Plazo:

Una Entrada

Múltiples Entradas

**1. Apellidos :**

(Surnames)

Exactamente como Figura en su Pasaporte (Exactly as in your Passport)

**2. Nombres:**

(Names)

**3. Fecha de Nacimiento:** día / mes / año  
(Date of birth) (day - month - year)

**4. Lugar de Nacimiento:**  
(Place of birth)

**5. Nacionalidad:**  
(Nationality)

**6. Sexo / Sex:**  
 Masculino / Male  
 Femenino /Female

**7. Color de ojos:**  
(Eyes color)

**8. Color de Pelo:**  
(Hair Color)

**9. Estatura:**  
(Height)

**10. Ocupación**  
(Occupation)

**11. Otras características:**  
(Other characteristics)

**12. Nº de pasaporte:**  
(Passport number)

**Fecha de emisión:**  
(Date of issuance)

**Fecha de vencimiento:**  
(Expiration Date)

**13. Estado Civil**  Soltero/a  Casado/a  Viudo/a  Divorciado/a  
(Marital status) (Single) (Married) (Widowed) (Divorced)

**14. Nombre del cónyuge:**  
(Name of spouse)

**15. Domicilio particular del solicitante:**  
(applicant's home address)

**16. Correo electrónico:**  
(e-mail address)

**18. Número de Teléfono:**  
(Telephone number)

**19. Dirección laboral del solicitante:**  
(Applicant's work address)

**20. Cual es el motivo de su viaje a Paraguay?**  
(What is the purpose of your trip to Paraguay?)

**21. Tiene intención de trabajar en Paraguay?**  
(Do you intend to work in Paraguay?)

**ADVERTENCIA: LOS PORTADORES DE VISAS “NO RESIDENTE” NO PUEDEN TRABAJAR EN EL PARAGUAY.  
WARNING: BEARERS OF “NON RESIDENT” VISAS CANNOT WORK IN PARAGUAY.**

**22. Cuando llegará al Paraguay?**  
(When will you arrive in Paraguay?)

**23. Tiene usted parientes o amigos en el Paraguay?**  
(Do you have relatives or friends in Paraguay?)

**24. Cual será su dirección y teléfono en Paraguay?**  
(What will be your address and phone in Paraguay?)

**25. Cuanto tiempo permanecerá?**  
(How long will you stay?)

**26. Tiene usted deseos de emigrar y radicarse o naturalizarse en el Paraguay?**  
(Do you wish to emigrate, reside permanently or become a citizen of Paraguay?)

<b>27. Ha solicitado visa para el Paraguay antes?</b> (Have you ever applied for a visa to enter Paraguay before?) <input type="checkbox"/> No <input type="checkbox"/> Si/Yes    Cuando?/When?.....	<b>28. Ha estado alguna vez en el Paraguay?</b> (Have you ever been in Paraguay before?) <input type="checkbox"/> No <input type="checkbox"/> Si/Yes    Donde?/Where?.....
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**29. Es importante que los solicitantes de visas conozcan que:**  
**No obtendrán visas y no serán admitidos en el territorio nacional, los extranjeros que deseen ingresar como No Residentes, si están comprendidos dentro de los impedimentos enumerados en el CAPITULO II "DE LOS IMPEDIMENTOS GENERALES DE ADMISIÓN", estipulados en la LEY 978/96, reglamentado por el Decreto N° 18295/97, "QUE REGLAMENTA A LA LEY 978/96 DE MIGRACIONES.**

*It is important that persons requiring visas know that:  
 Visas will not be granted to persons wishing to enter national territory as non residents, if they are affected by the impediments numbered in the II Chapter "The General Impediments of Admission", as stipulated in Law number 978/96 and Decree number 18295/97.*

**POR LA PRESENTE DECLARO BAJO FE DE JURAMENTO QUE TODA LA INFORMACIÓN QUE HE PROPORCIONADO MAS ARRIBA ES CIERTA, CORRECTA Y COMPLETA, DE ACUERDO A MI MEJOR CONOCIMIENTO; QUE ACATARE LA LEGISLACIÓN Y LOS REGLAMENTOS DE LA REPÚBLICA DEL PARAGUAY DURANTE MI VISITA. YO COMPRENDO QUE EL GOBIERNO DEL PARAGUAY TIENE EL DERECHO DE DENEGAR UNA SOLICITUD DE VISA, Y QUE SE RESERVARÁ EL DERECHO DE NO DIVULGAR LOS MOTIVOS POR DENEGAR TAL SOLICITUD, TAMBIÉN COMPRENDO QUE UNA VISA NO ME DA DERECHO DE INGRESAR A LA REPÚBLICA DEL PARAGUAY, SI RESULTARE PORTADOR INADMISIBLE, O SI OBTUVIERE LA VISA DE FORMA FRAUDULENTO. POR ÚLTIMO, DECLARO BAJO FE DE JURAMENTO QUE DURANTE MI VISITA, NO SOLICITARE RADICACIÓN, RESIDENCIA PERMANENTE NI CARTA DE NATURALIZACIÓN EN LA REPÚBLICA DEL PARAGUAY.**

*I hereby declare under oath that all the information I have furnished above is true, correct and complete to the best of knowledge; that what I will abide by the laws and regulations of the Republic of Paraguay during my visit. I understand that the government of the Republic of Paraguay has the right to deny a visa application, and reserves the right to withhold disclosure of the reasons for denying a visa application. I also understand that a visa does not entitle the bearer to the right to enter the Republic of Paraguay upon arrival at a port of entry, if bearer is found to be an inadmissible, or the visa is obtained fraudulently. Finally, I declare under oath that during my visit, I will not apply for residence, permanent or otherwise, or citizenship in the Republic of Paraguay.*

\_\_\_\_\_  
**Firma del Solicitante**  
 Menores: firma de padre y madre  
 (Applicant's signature. Minors: signature of father and mother)

\_\_\_\_\_  
**Fecha**  
 (Date)

<b>No Completar</b> (Do not fill in)	Oficial Consular Responsable de la Verificación:  Firma: .....
<b>OBSERVACIONES:</b> ..... ..... ..... .....	

# 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