

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. For Multiple Entry Visa requests, the passport must be valid for at least 18 months.
- 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, signed and notarized 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. The photo must be signed on the bottom of the front of the photo, under the face.
- 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.

TOURIST TRAVELERS must also include:

- A copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

NOTES:

U.S. Citizens do not require visas to the Philippines for visits of 21 days or less.

Applicants under age 18 should contact G3 for additional requirements and instructions.

*Multiple Entry Business visas are available only to travelers who have had a previous Philippines visa.

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	\$60.00	\$30.00	\$30.00
Multiple Entry, 6 Months*	\$90.00	\$60.00	\$60.00
Multiple Entry, 1 Year*	\$120.00	\$90.00	\$90.00

G3 Processing Fees

Visa Type	3 Business Days*	5 Business Days*	7 Business Days
Tourist	\$90.00	\$70.00	\$60.00
Business	\$100.00	\$80.00	\$65.00
Flight Crew	\$90.00	\$80.00	\$65.00



Traveler Information PHILIPPINES

Traveler Information

1. Traveler Name _____
Date of Birth _____

2. Traveler Name _____
Date of Birth _____

3. Traveler Name _____
Date of Birth _____

4. Traveler Name _____
Date of Birth _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____

Company Name: _____

Street Address: _____

Apt. /Suite: _____

City: _____

State: _____ Zip Code: _____

Home Phone: _____

Office Phone: _____

Mobile Phone: _____

Fax Number: _____

Email: _____

Please provide your email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

Send This Form and All Required Documents To:

G3 Chicago:
312.704.8472 Phone
800.830.8472 Toll Free
312.704.8150 Fax
chicago@g3visas.com

Visa Department
11 East Adams
Suite 1605
Chicago, IL 60603

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 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.

Travel Details

Date of US Departure: _____

I must have my passport no later than: _____

Other visas or passport services requested:

Return Shipping

Passports will be returned via Federal Express.

Select One:

- 3 Business Day Delivery \$15.50
- Overnight Delivery \$23.50
- 8 AM Delivery** \$75.00
- Saturday Delivery** \$38.50
- Same Day Delivery** Please Call
- International Delivery** Please Call

*** These services may not be available for all delivery locations.*

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)
- Established Corporate

Account # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		Total Payment Enclosed:	_____

For Payment Via Credit Card:

American Express, MasterCard and Visa only

Name as it appears on card: _____

Account Number: _____

Expiration Date: _____ Billing Zip Code: _____

Security Code (from back of card): _____

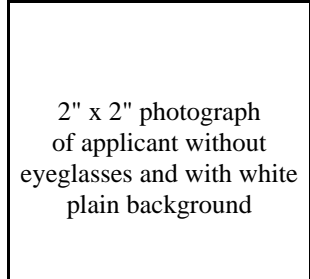
Cardholder Signature: _____

FA Form No. 2-A (Revised 1981)

PHILIPPINE CONSULATE GENERAL

**APPLICATION FOR NON-IMMIGRANT VISA FOR
TEMPORARY STAY FOR PLEASURE AND BUSINESS**

(TO BE ACCOMPLISHED BY U.S. PASSPORT HOLDERS)



PLEASE READ REQUIREMENTS BEFORE FILLING OUT FORM. TYPE OR PRINT IN BLUE/BLACK INK. VISA IS VALID FROM DATE OF ISSUANCE

Surname		First Name		Middle Name	Sex: () Male () Female	
Place of Birth:	Date of Birth:	Age:	Citizenship:		Civil Status: () Single () Widower () Married () Divorced () Separated () Widow	
If married, state name and address of spouse:						
Name of Father:			Name of Mother:			
Present Address:			Telephone Nos.: Office : () Home : ()			
Occupation:			Financial means of support:			
Passport Number:	Date of Issue:	Issued by:		Valid until:		
Purpose of Entry:		Date of Departure from the U.S.:		Length of Stay:		
Port of Entry:			Port of next destination:			
Are you entering or leaving the Philippines on a privately owned yacht or sailboat?			Persons included in your travel document and accompanying you to the Philippines.			
Reference(s) and/or immediate relatives in the Philippines: Name(s): Complete Address (P.O. Box unacceptable)						
Signature of Applicant:			IF APPLICANT IS UNABLE TO APPEAR IN PERSON, FORM HAS TO BE NOTARIZED.			
Date of application:						
Received by:						
Date:						

For Official Use Only:

Visa No. _____ granted on _____ as non-immigrant under Section 9(a) of the Philippine Immigration Act of 1940, as amended, valid until _____.

Visa includes:

Consular Officer

Fee: O.R. No. Service No.	NO DEROGATORY INFORMATION AS OF THIS DATE:	REMARKS: DATE:
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Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2009

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, 2009

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