



WASHINGTON, DC

Visa Requirements PHILIPPINES

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). Please note there are two places that must be signed.
- 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.

*3 and 5 day processing is not available for residents of AK, AZ, CA, CO, ID, NM, NV, OR, WA, MT, TX, UT, WY.

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 Washington, DC:
 703.276.8472 Phone
 888.883.8472 Toll Free
 703.524.3374 Fax
info@g3visas.com

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 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:

<input type="checkbox"/> 3 Business Day Delivery	\$15.50
<input type="checkbox"/> Overnight Delivery	\$23.50
<input type="checkbox"/> 8 AM Delivery**	\$75.00
<input type="checkbox"/> Saturday Delivery**	\$38.50
<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.*

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: _____



FOREIGN SERVICE OF THE PHILIPPINES
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
WASHINGTON, D.C.

APPLICATION FOR NON-IMMIGRANT VISA

FA FORM NO. 2 (14 OCTOBER 2004 USA)

PLEASE TYPE OR PRINT ANSWERS LEGIBLY IN THE SPACES PROVIDED, IF NOT APPLICABLE WRITE N/A.			
1. NAME AS WRITTEN ON PASSPORT		APPLICANT'S PHOTOGRAPH 2 in. x 2 in. 1. Picture taken within the past 6 months 2. Front View 3. Without eyeglasses 4. Name and Signature on front bottom of photograph Staple or paste photo here	
2. LAST NAME (surname or family name)			
3. FIRST NAME (all given names)			
4. MIDDLE NAME			
5. CITIZENSHIP	6. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	7. DATE OF BIRTH (dd/mm/yyyy)	
8. PLACE OF BIRTH (city, state or province, country)		9. CIVIL STATUS <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED	
10. OCCUPATION			
11. IF MARRIED, NAME AND ADDRESS OF SPOUSE, OR IF WIDOWED, NAME OF DECEASED SPOUSE			
12a. TRAVEL DOCUMENT TYPE <input type="checkbox"/> PASSPORT <input type="checkbox"/> TRAVEL DOCUMENT		12b. PASSPORT / TRAVEL DOCUMENT NUMBER	
12c. PLACE OF ISSUE		12d. DATE OF ISSUE (dd/mm/yyyy)	12e. EXPIRY DATE (dd/mm/yyyy)
13. PURPOSE OF TRIP TO THE PHILIPPINES		14. PORT OF ENTRY	15. ENTRIES REQUESTED: <input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE 3/6 MONTHS <input type="checkbox"/> MULTIPLE 1 YEAR
16. INTENDED LENGTH OF STAY		17. EXPECTED DATE OF ARRIVAL	
18. SUPPORTING DOCUMENT(S) SUBMITTED: <input type="checkbox"/> PASSPORT <input type="checkbox"/> TRAVEL DOCUMENT <input type="checkbox"/> BANK STATEMENT <input type="checkbox"/> AIRLINE TICKET <input type="checkbox"/> ITINERARY <input type="checkbox"/> OTHERS: _____			
19. HOME ADDRESS IN U.S. OR COUNTRY OF RESIDENCE (house no., street, city, state, country, postal zone)			
20. MAILING ADDRESS (house no., street, city, state or province, country, postal zone)			
21. HOME TELEPHONE NUMBER		22. E-MAIL ADDRESS	
23. WORK ADDRESS			
24. WORK OR CONTACT TELEPHONE NUMBER		25. FAX NUMBER	
26. ADDRESS IN THE PHILIPPINES (house no., street, town or city, state or province, postal zone)			
27. NAME OF PERSONS TRAVELLING WITH APPLICANT AND INCLUDED IN PASSPORT OR TRAVEL DOCUMENT			
NAME		AGE SEX	
28. REFERENCES AND /OR IMMEDIATE RELATIVES IN THE PHILIPPINES			
NAME		ADDRESS	
a. _____			
b. _____			
c. _____			
29. WERE YOU EVER REFUSED ANY KIND OF VISA, OR DENIED ADMISSION INTO OR DEPORTED/REMOVED FROM THE PHILIPPINES AT GOVERNMENT EXPENSE? <input type="checkbox"/> YES (If yes, provide details) * <input type="checkbox"/> NO			
30. HAVE YOU EVER BEEN CHARGED OR CONVICTED OF ANY CRIMINAL OFFENSE IN ANY COUNTRY? <input type="checkbox"/> YES (If yes, provide details) * <input type="checkbox"/> NO			
31. DO YOU HAVE ANY COMMUNICABLE DISEASE OR HISTORY OF MENTAL ILLNESS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, provide details) *			
32. VISA STATUS IN U.S. OR PLACE OF APPLICATION		33. ALIEN CERTIFICATE OF REGISTRATION NO.	
FOR OFFICAL USE ONLY			
VISA NO.			
VISA SHEET NO.			
DATE OF ISSUE / REFUSAL			
DATE OF EXPIRY			
VISA CLASSIFICATION Non-Immigrant under Section _____ of the Philippine Immigration Act of 1940 as amended.			
PURPOSE <input type="checkbox"/> BUSINESS <input type="checkbox"/> PLEASURE <input type="checkbox"/> OTHERS: _____			
NUMBER OF ENTRIES <input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE 3/6 MONTHS <input type="checkbox"/> MULTIPLE 1 YEAR			
ANNOTATION <input type="checkbox"/> AUTHORIZED STAY NOT EXCEED 21 DAYS <input type="checkbox"/> AUTHORIZED STAY NOT EXCEED 59 DAYS <input type="checkbox"/> OTHERS: _____			
DATE OF RECEIPT OF APPLICATION			
RECEIVER	CASHIER	LOL	
PROCESSOR	SCRIPTER	ENCODER	
FEE	O.R. NUMBER	SERVICE NO.	
VISA APPROVED / DENIED BY			
DOCUMENT RELEASED TO			
PRINTED NAME AND SIGNATURE			
DATE RECEIVED			
MAIL/COURIER TRACKING NUMBER			
34. DATE OF APPLICATION		35. SIGNATURE OF APPLICANT	

APPLICATION SHALL BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY AND ALL REQUIREMENTS SUBMITTED, OTHERWISE APPLICATION SHALL BE RETURNED UNPROCESSED.

* ADDITIONAL SPACE TO ANSWER NO. 29, 30 OR 31

36.

I understand that I may enter the Philippines at the port of entry designated by the Philippine Immigration Authorities under the conditions imposed by those authorities.

I solemnly swear under penalty of law that the foregoing statements are true and correct, and all supporting documents are authentic.

_____ Date of Application

_____ Printed Name and Signature of Applicant

IMPORTANT: IF APPLICANT IS UNABLE TO APPLY IN PERSON, THIS FORM SHALL BE NOTARIZED.

37.

SUBSCRIBED AND SWORN to before me this _____ day of _____ 200_____
at _____, the affiant exhibiting the following
identification (type) _____ number _____,
issued at _____, on _____.

_____ **NOTARY PUBLIC**

_____ CONSUL

FOR OFFICIAL USE ONLY

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