

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 notarized copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One visa application form, completed online at https://secure.e-konsulat.gov.pl/Wiza/FormularzWiza_2.aspx, printed and signed. Select "English" from the drop-down menu of languages at the top right corner, then click the ">" button.
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background.
- Copy of your confirmed flight itinerary.
- Copy of hotel reservations.
- Proof of international health insurance with a minimum coverage of \$50,000.
- Copies of your last three bank statements. Account numbers may be blacked out to protect your privacy; do not obscure any other information.

BUSINESS 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.
- A letter of invitation from the organization to be visited in Poland; a sample is attached.

NOTES:

Schengen visas are issued by, and are valid for, the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. You must apply at the consulate of your main destination.

If you require a Work/Residency or Student visa, please contact G3 for requirements and fees.

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	5 Business Days	7 Business Days	10 Business Days
Tourist	\$150.00	\$130.00	\$86.00
Business	\$150.00	\$130.00	\$86.00
Transit	\$150.00	\$130.00	\$86.00

G3 Processing Fees

Visa Type	5 Business Days	7 Business Days	10 Business Days
Tourist	\$90.00	\$75.00	\$65.00
Business	\$100.00	\$85.00	\$75.00
Transit	\$90.00	\$75.00	\$65.00



Traveler Information POLAND

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:	Visa Department
703.276.8472 Phone	3300 N Fairfax Drive
888.883.8472 Toll Free	Suite 220
703.524.3374 Fax	Arlington, VA 22201
info@g3visas.com	

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: _____



Application for Schengen Visa

This application form is free

PHOTO

1. Surname (Family name) (x)				WYŁĄCZNIE DO UŻYTKU SŁUŻBOWEGO			
2. Surname at birth (Former family name(s)) (x)							
3. First name(s) (Given name(s)) (x)				Data złożenia wniosku:			
4. Date of birth (day-month-year)		5. Place of birth		7. Current nationality Nationality at birth, if different:		Numer wniosku:	
		6. Country of birth				Wniosek złożono:	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)				<input type="checkbox"/> w ambasadzie lub konsulacie <input type="checkbox"/> we wspólnym ośrodku przyjmowania wniosków <input type="checkbox"/> u usługodawcy <input type="checkbox"/> u pośredniczącego podmiotu komercyjnego <input type="checkbox"/> na granicy	
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian				Nazwa: <input type="checkbox"/> inne			
11. National identity number, where applicable				Wniosek przyjęty przez:			
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)				Dokumenty uzupełniające: <input type="checkbox"/> dokument podróży <input type="checkbox"/> środki utrzymania <input type="checkbox"/> zaproszenie <input type="checkbox"/> środek transportu <input type="checkbox"/> podrózne ubezpieczenie medyczne <input type="checkbox"/> inne:			
13. Number of travel document	14. Date of issue	15. Valid until	16. Issued by	Decyzja o wizie: <input type="checkbox"/> odmowa wydania wizej <input type="checkbox"/> wiza przyznana: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> o ograniczonej ważności terytorialnej			
17. Applicant's home address and e-mail address			Telephone number(s)			<input type="checkbox"/> Termin ważności: Od Do	
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent No Valid until				Liczba wjazdów: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> wielokrotny			
* 19. Current occupation				Liczba dni:			
* 20. Employer and employer's address and telephone number. For student, name and address of educational establishment.							
21. Main purpose(s) of the journey: <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reason <input type="checkbox"/> Study <input type="checkbox"/> Transit <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify)							

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 Invitation Letter from Overseas 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,

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.