



Visa Requirements QATAR

HOUSTON

Required Documents Checklist

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

- Your original valid signed passport, plus two photocopies of the information/photo page. It must have at least one blank visa page 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.
- Non-US citizens must also submit copies of the last three months of bank statements. Account numbers may be blacked out for privacy; please do not obscure any other information.
- One completed and signed visa application form (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain pale blue or gray background.
- Copy of flight itinerary

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.

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.
- Copy of valid Flight Crew ID.

TOURIST TRAVELERS must also include:

- Copies of bank statements for the last three months. Account numbers may be blacked out for privacy; do not obscure other information.

NOTES:

U.S. Citizens can obtain visas on arrival in Qatar.

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	10 Business Days	15 Business Days
Tourist	\$181.00	\$181.00	\$131.00
Business	\$181.00	\$181.00	\$131.00
Flight Crew	\$181.00	\$181.00	\$131.00
Official (on behalf of US gov.)	No Fee	No Fee	No Fee

G3 Processing Fees

Visa Type	5 Business Days	10 Business Days	15 Business Days
Tourist	\$90.00	\$70.00	\$60.00
Business	\$100.00	\$75.00	\$60.00
Flight Crew	\$100.00	\$75.00	\$60.00
Official (on behalf of US gov.)	\$110.00	\$85.00	\$70.00



VISAS & PASSPORTS

HOUSTON

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form
QATAR

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 (required):
Secondary Email:

Return Shipping

Passports will be returned via Federal Express.

Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery* \$80.00
Saturday Delivery* \$40.00
Same Day Delivery* Please Call
International Delivery* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service

Check here to select Concierge Level Service

Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:

- 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 calls confirming package receipt in G3's office, 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 address (CLS@g3visas.com).

An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Houston:
713.574.1731 Phone
866.945.8472 Toll Free
866.611.6960 Fax
houston@g3visas.com

Attn: Visa Department
2425 West Loop South
Suite 200
Houston, TX 77027

www.g3visas.com

Payment Information

Please see the attached visa requirements sheet for applicable fees.

Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #

Total Fees from Visa Requirement Sheet:

Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), 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:

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.

القنصلية العامة لدولة قطر- هيوستن

Consulate General of the State of Qatar - Houston

1990 post Oak Blvd, Suite # 810

Houston , TX, 77056

Tel. : 3558221

Fax : 3558184

E-mail : sqatar@sbcglobal.net



إستمارة طلب تأشيرة دخول Entry Visa Application Form

يجب أن لا تكون خلفية الصورة بيضاء
Background of the photo should not be white

Only
photo Color
4.8 x 3.8

يرجى لصق الصورة وعدم تثبيتها
Paste up the photo, not to be pinned

الاسم الكامل : Surname Given Name(s)

الجنسية : Nationality رقم جواز السفر : Passport No.

تاريخ الإصدار : Date of Issue تاريخ الانتهاء : Date of Expiry

تاريخ ومكان الميلاد : Date & Place of Birth المهنة : Profession

الجنسية السابقة : Previous Nationality الحالة الاجتماعية : Marital Status

الغرض من التأشيرة : Purpose of Visa Official Business Tourist رسمية رجال الأعمال سياحية

Residents of GCC countries Accompanying GCC nationals مقيمى دول مجلس التعاون مرافقي مواطني دول مجلس التعاون

Transit Reissuing of Visa Number مرور إعادة إصدار للتأشيرة رقم :

Visit : زيارة :

❖ Tourist Common [Period one month]

❖ سياحية مشتركة [لمدة شهر]

State of Qatar & Sultanate of Oman

دولة قطر وسلطنة عمان

Single entry [Duration of stay : لسفيرة واحدة [مدة الإقامة :]

Multiple [Duration of each stay : متعددة السفيرات [مدة الإقامة لكل سفيرة :]

صلاحية التأشيرة : Visa Validity Three months Six months One year ستة أشهر ثلاثة أشهر سنه

Two years Three years Five years Ten years سنتان ثلاث سنوات خمس سنوات عشر سنوات

المرافقون ضمن الجواز : Dependants Included in the Passport

العنوان الحالي ورقم الهاتف : Present Address & Telephone

عنوان الجهة المقصود زيارتها : Destination's Address

توقيع مقدم الطلب : Applicants Signature التاريخ : Date

Important : See visa requirements in the back..

هام : انظر لمتطلبات الحصول على التأشيرة بالخلف..

(For Official Use Only للاستخدام الرسمي فقط)

التاريخ : Date

موافق Approved [المرجع : موافق غير موافق Not Approved

توقيع Visa

رقم

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.*****
*****Must be original; no faxes, scans or copies.*****

June 15, 2011

Consulate General of Qatar, Houston
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 Qatar 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:

Sponsor in Qatar: *Qatari Company Name*
Company Address
Company Phone Number

Date of Arrival #1: July 13, 2011 Date of Arrival #2 *(if applicable)*

Airport of Arrival: *City*

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2011 Date of Departure #2 *(if applicable)*

Airport of Departure: *City*

Aircraft/Flight: N506AB

Reason for Travel: Active-duty crewmember on private aircraft, transporting executive travelers for *(specify business or pleasure)* trip

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