



WASHINGTON, DC

# Visa Requirements SAUDI ARABIA

## 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 copy of their Alien Registration Card (A.R.C.) or original U.S. Visa and I-94.
- One completed and signed visa application form, including the supplement and the "Death Letter" portion (sign all three pages).
- One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- Proof of non-refundable, roundtrip airline tickets. (Flight crew may substitute a flight plan.)
- An official invitation from the Kingdom of Saudi Arabia; faxed or scanned copies are acceptable (sample attached). If multiple entries are required, the invitation must request a multiple entry visa. If the invitation has been sent directly to the consulate, please note on the Visa Order Form which consulate has received the invitation, and provide a photocopy if available. TRANSIT VISA APPLICANTS do not need to submit an official invitation, but need to provide a copy of the visa for their final destination (if applicable).

**BUSINESS TRAVELERS and FLIGHT CREW 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. For multiple entry visas, the letter must state that multiple entry is required. A sample is attached.

**FAMILY VISIT VISA APPLICANTS must also include:**

- Proof of kinship to the person to be visited: for spouses, a copy of the marriage certificate; for children, a copy of the birth certificate.
- If the person to be visited is a Saudi citizen, submit a copy of the first page of the host's Saudi passport or other proof of citizenship.
- If the person to be visited is not a Saudi citizen, submit a copy of the host's Saudi visa and the first page of their passport.

**RESIDENCE VISA APPLICANTS must also include:**

- Three completed and signed medical forms (request from G3), plus three additional photographs. (Not required for children under 18.)
- For family members accompanying a work visa applicant: proof of kinship to the work visa holder (copy of marriage certificate or birth certificate.)

**NOTES:**

\*Temporary Work Permits are issued only to applicants with the appropriate invitation from the Saudi Ministry of Foreign Affairs. The validity of this permit will be limited to the number of days listed on the official invitation.

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

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	Mission Critical 4 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Single Entry	\$123.50	\$123.50	\$123.50
Multiple Entry	\$123.50	\$123.50	\$123.50
Temporary Work Permit*	\$292.50	\$292.50	\$292.50

### G3 Processing Fees

Visa Type	Mission Critical 4 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Transit	\$140.00	\$100.00	\$65.00
Business	\$170.00	\$135.00	\$100.00
Flight Crew	\$170.00	\$135.00	\$100.00
Temporary Work Permit*	\$170.00	\$135.00	\$100.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form SAUDI ARABIA

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 \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery\* \$84.00
Saturday Delivery\* \$44.00
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.

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:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

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
Attn: Visa Department, 3300 N Fairfax Drive, Suite 220, Arlington, VA 22201
www.g3visas.com

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.

صورة

Picture



Royal Embassy of Saudi Arabia  
Washington  
Consular Section

First Name: Middle Name: Last Name: :

Mother's Name: :

Date of Birth: : Place of Birth: :

Previous Nationality: : Present Nationality: :

Passport No: رقم الجواز: \_\_\_\_\_

Date of Issue: تاريخ الإصدار: \_\_\_\_\_

Place of Issue: محل الإصدار: \_\_\_\_\_

Expiration Date: تاريخ انتهاء صلاحية الجواز: \_\_\_\_\_

Sex: Female  Male  : Martial Status: :

Religion: الديانة: \_\_\_\_\_

Profession: المهنة: \_\_\_\_\_ المؤهل العلمي: \_\_\_\_\_ Qualification: \_\_\_\_\_

Home Address and Telephone No.: عنوان المنزل ورقم التلفون: \_\_\_\_\_

E-mail Address: البريد الإلكتروني: \_\_\_\_\_

Business Address and Telephone No.: عنوان الشركة (الموسسة) ورقم التلفون: \_\_\_\_\_

Purpose of Travel: الغاية من السفر: \_\_\_\_\_

زيارة  عمرة  إقامة  حج  دبلوماسية  خاصة  تجارية  سياحة   
Visit  Umrah  Residence  Hajj  Diplomat  Official  Business  Tourism

عمل  مرور  دراسية  زيارة عائلة  زيارة عمل  رجل اعمال  زيارة حكومية  تمديد عودة   
Employment  Transit  Student  Family Visit  Work Visit  Businessmen  Government  Re-Entry

Method of Payment: Company Check: [ ] Money Order: [ ] طريقة الدفع: \_\_\_\_\_

Name and Address of Company or Individual invitee in the Kingdom: اسم وعنوان الشركة أو اسم الشخص الداعي وعنوانه بالمملكة: \_\_\_\_\_

Name of traveling companion: اسم المحرم: \_\_\_\_\_ صلته: \_\_\_\_\_ Relationship of the person traveling with: \_\_\_\_\_

Travel Information: معلومات السفر: \_\_\_\_\_

Date of arrival in Saudi Arabia: Via Airline: Flight No. \_\_\_\_\_

City of Embarkation: Port of Entry: \_\_\_\_\_

Duration of Stay in the Kingdom: \_\_\_\_\_

\*\*\* Application must be filed out its entirety \*\*\*

I, the undersigned, hereby certify that:

- I agree to have my fingerprints taken and my retinal scanned.
- All the information provided is correct. I will abide by the laws of the Kingdom during the period of my residence.

• أنا الموقع أدناه وافق على أخذ بصمة الاصابع وقزحية العين

• أقر بأن كل المعلومات التي دونتها صحيحة وسأكون ملتزما بقوانين المملكة أثناء فترة وجودي بها.

التاريخ:

التوقيع:

الإسم:

Name:

Signature:

Date:

**To KSA Saudi Embassy in ..... Washongton****Office Name** G3 Visas and Passports**Applicaton No** e58888732

زيارة تجارية



Sponsor Name	Riyadh International Catering Corporation			Sponsor ID	
Sponsor Address	Tawarin Center, 6th Fl, King Fahd Street, Box 63346, Riyadh 11516			Sponsor phone	96612015555
First Name	Joel	Second Name	Joel Brighton	Other Name	Last Name
الاسم الاول	Joel	الاب	Brighton	الجد	العائلة Davis
ID Number		Passport Number	442638296	Passport Type	NORMAL
Place of Issue	US Department of State				
Date of Issue	2/3/2009	Expiry Date	1/3/2019		
Place of Birth	Indiana, USA	Date of Birth	20/8/1973		
Nationality	United States	Previous Nationality			
Marital Status	MARRIED	Sex	Male		
Religion	CHRISTIAN				
Profession	Pilot				
Educational Background	Bachelors degree	Reference	FAA certified		
Residence Address	9929 Navy Pier, Portage, MI 49002, USA				
Transporter	by air	Arrival Place	Riyadh	Entry Times	Single entry
Purpose	Transport company executives to Riyadh for business meetings				

**hereby undertake to give my fingerprints and my eye iris pattern images and comply with the laws of the Kingdom of Saudi Arabia.**

**I, the undersigned, hereby agree to have my fingerprint & iris data (biometrics) captured as part of the application procedure for an entry visa to the Kingdom of Saudi Arabia. I further agree and declare as follows:**

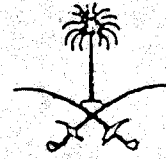
1. If granted the visa I shall abide by all the laws and regulations of the Kingdom of Saudi Arabia and respect the Islamic customs and traditions of its people.
2. I am aware that all alcoholic beverages, narcotics and other illegal drugs, pornographic materials or publications, which violate the social norms of decency and all other publications, which are disrespectful of any religious belief or political orientation, are prohibited and shall not be brought into the Kingdom of Saudi Arabia
3. I am also fully aware that the crime of smuggling narcotics and other illegal drugs into the Kingdom of Saudi Arabia is punishable by the death penalty.
4. I have never been removed, excluded or deported from the Kingdom of Saudi Arabia or from any other Gulf Cooperation Council member state or charged with violation of any law or regulation thereof.
5. I agree to depart the Kingdom of Saudi Arabia on or before the expiration date of my visa. I am well aware that any violation of the laws and regulations of the Kingdom or any engagement in prohibited activities such as the activities mentioned herein or in the entry visa documentation are subject to the penalties, which are described in the "Dealing with Persons on Entry Visas" statute as enacted by Royal Decree No. 42, dated 10/18/1404AH.
6. I acknowledge and reaffirm my declaration that this application and the evidence submitted with it are all true and correct. I also understand that if I submit any false information or if my name was found to be listed as banned from entering the Kingdom of Saudi Arabia my application will be denied or my visa, if already granted, revoked. Moreover, I may be turned back from any Saudi port of entry at my own expense while I shall have no right to demand compensation.

**Name :** .....

**Signature :** .....

**Date :** .....

Royal Embassy of  
Saudi Arabia  
Washington



مملكة العربية السعودية

والإمارة

١٤١٥/٨/١٦ هـ

١٩٩٥/١/١٧ م

أقر هنا بأنه خلال إقامتي في المملكة العربية السعودية سوف ألتزم بكافة قوانينها وأنظمتها وتقاليدها والآداب  
أشريعة مع مراعاة قيم المجتمع السعودي وأخترام تقاليده ومشاعره وعدم ادخال المنوعات والمنتشورات ، او  
الكتب والاشربة التي تتعارض مع الدين الاسلامي ، وعدم تنظيم تجمعات او الاشتراك فيها . او الدعوة لاي  
مذهب ديني او سياسي . كما انني على علم تام بأن المواد المسكرة والمخدرات والمطبوعات المخلفة  
بالآداب العامة ممنوعة من دخول المملكة العربية السعودية. سواء كانت للاستعمال الشخصي او خلافه . -  
وان عقوبة تهريب المخدرات الى المملكة او ترويجها داخلها ، هي القتل - كما انني على علم تام بأن  
مخالفتي لقوانين وانظمة المملكة العربية السعودية سيعرضني للجزاء .

I hereby certify that, during my stay in Saudi Arabia, I shall abide by all the laws and regulations  
of the Kingdom and I shall respect the morals, customs, values and feelings of Saudi society. I  
also should not smuggle in any prohibited items. I am aware that alcohol, drug narcotics, porno-  
graphic materials, audio tapes, video tapes, films, or other references of all sorts, contradictory to  
Islam are prohibited from entering the Kingdom of Saudi Arabia, whether for personal use or oth-  
erwise. I should not participate in or call for gatherings, whether for sectarian, religious or politi-  
cal purposes. Any types of illegal drugs and narcotics smuggling in and distribution inside the  
Kingdom of Saudi Arabia is punishable by DEATH.  
I agree that, if I am convicted because of violation of the laws and regulations of the Kingdom of  
Saudi Arabia, I shall be subject to penalty.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT:

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# Sample Official Invitation from Saudi Arabia



**الإدارة العامة للتأشيرات**  
**الرجاء طباعة هذا المستند ومراجعة سفارة المملكة لإصدار تأشيرة الدخول**

اسم طالب التأشيرة : شركة إس إيه أي السعودية رقمه : 7000667886 رقم الطلب : 1986917  
رقم الملف : 0 تاريخ الموافقة : 2010/01/20  
تأشيرة رقم : 7000665146 تاريخ التأشيرة : 14310205

النوع	جهة القدوم	الجنسية	المهنة	المدة	العدد	الإسم
عمل مؤقت	واشنطن	الولايات المتحدة الأمريكية	استشاري تقنية اتصالات	90 - عدة سفرات	1	TRAVELER'S NAME

Validity of Visa (Number of Days)

Type of Visa  
(see below)

Consulate to Which the Invitation  
Has Been Sent

**Please Note:** Your visa application must be processed at the consulate to which your invitation has been sent. Please refer to the glossary below to determine which consulate is listed on your invitation.

Washington. DC	واشنطن	Send your application to G3's Washington office
Houston	هيوسطن	Send your application to G3's Houston office
Los Angeles	لوس انجليس	Send your application to G3's Washington office
New York City	نيويورك	Send your application to G3's New York City office

**Type of Visa:**

Temporary Work Permit	عمل مؤقت
Business Visit Visa	زيارة تجارية

# 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