

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 U.S. Visa and original I-94.
- A completed and signed visa application form (attached). Please write on the top of the application what type of visa you require (single or double entry).
- One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- 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.

NOTES:

*Syria will not issue a visa if your passport contains Israeli entry stamps. If your passport contains Israeli stamps, you will need to either renew your passport or have a second valid passport issued. G3 can assist with these services; email info@g3visas.com for details.

Journalists and Photographers are subject to longer visa processing times as approval must be granted by authorities in Khartoum.

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	4 Business Days	6 Business Days	10 Business Days
Single Entry	\$171.00	\$151.00	\$131.00
Double Entry	\$181.00	\$161.00	\$141.00

G3 Processing Fees

Visa Type	4 Business Days	6 Business Days	10 Business Days
Tourist	\$95.00	\$70.00	\$60.00
Business	\$105.00	\$80.00	\$60.00
Flight Crew	\$110.00	\$85.00	\$65.00



Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Visa Order Form

GMF 5

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: _____
Please provide an email address so we may send you shipping and status updates.

Return Shipping

Passports will be returned via Federal Express.

Select One:

<input type="checkbox"/> 3 Business Day Delivery	\$16.00
<input type="checkbox"/> Standard Overnight Delivery	\$25.00
<input type="checkbox"/> 8 AM Delivery**	\$80.00
<input type="checkbox"/> Saturday Delivery**	\$40.00
<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.*

Concierge Level Service

Check here to select Concierge Level Service

- G3's exclusive Concierge Level Service includes:
- 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 call confirming package receipt in G3's office.
 - Personal telephone calls confirming 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 and emergency page number.

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" 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
 703.524.3374 Fax
houston@g3visas.com

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

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 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.

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)
 Approved Billing Terms

Billing, P.O., Project or Reference Code # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	=	Total
Embassy Fee	_____	x _____	=	_____
G3 Processing Fee	_____	x _____	=	_____
Concierge Level Service (Optional)	_____	x _____	=	_____
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: _____



الجمهورية العربية السورية / وزارة الخارجية
السفارة السورية - واشنطن

VISA APPLICATION FORM طلب منح سمة

First Name: _____ الاسم:
Surname: _____ الشهرة:
Sex: M. F الجنس: ذكر. انثى.
Father's Name: _____ اسم الأب:
Mother's Name: _____ اسم الأم:
Place & Date of Birth: _____ مكان وتاريخ الولادة:
Original Nationality: _____ الجنسية الأصلية:
Present Nationality: _____ الجنسية الحالية:
Profession: (give details) _____ المهنة: (مكان العمل)
Accompanied by: _____ المرافقون:
Address (in detail) and Tel.: _____ العنوان (بالتفصيل) رقم الهاتف:
Passport No.: _____ رقم جواز السفر:
Place of Issue: _____ مكان إصداره:
Date of Issue: _____ تاريخ إصداره:
Valid Until: _____ / _____ / _____ تنتهي صلاحية الجواز بتاريخ:
Travel Reasons: _____ أسباب السفر:
Travel Destination: _____ وجهة السفر:
Approximate Date of Arrival: _____ تاريخ الوصول التقريبي إلى سورية:
Address in Syria (in detail): _____ العنوان في سورية (بشكل مفصل):
References in Syria: _____ المراجع في سورية:
Duration of Stay in Syria: _____ مدة الإقامة:
Point of Entry: _____ نقطة الدخول إلى سورية:
Point of Exit: _____ نقطة المغادرة من سورية:

I hereby declare to be responsible for the information in this application and not to accept any paid or unpaid employment while in Syria.
 إنني أقر بمسؤوليتي عن المعلومات التي قدمت في هذه الاستمارة واتعهد بالا أقوم بأي عمل في سورية لقاء أجر أو بدون أجر.

Signature: _____ Date: _____ / _____ / _____ التوقيع: _____ التاريخ:

For official use only لاستعمال السفارة فقط

رقم السمة تاريخ منحها نوع السمة مدة صلاحيتها عدد الدخالات الرسم المستوفى

Observations:

توقيع وخاتم القنصل CONSUL

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.