



WASHINGTON, DC

Visa Requirements TIMOR-LESTE

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.
- One completed and signed visa application form (see attached).
- 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 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. A sample is attached.

NOTES:

Timor-Leste is also known as East Timor.

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

No Embassy fees are charged for visa processing. Travelers must pay \$30 in cash to immigration officials upon arrival in Timor-Leste.

G3 Processing Fees

Visa Type	12 Business Days
Tourist	\$70.00
Business	\$75.00
Flight Crew	\$75.00



VISAS & PASSPORTS

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

Visa Order Form

H-A C F ! @ 9 G H 9

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:
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

**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 Washington, DC: Attn: 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 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:

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:



MINISTÉRIO DOS NEGÓCIOS ESTRANGEIROS E COOPERAÇÃO DAC/MNEC

PEDIDO DE VISTO VISA APPLICATION FORM

(A preencher pelo requerente / To be completed by the applicant)
(Por favor, escreva em maiúsculas/Please, use block letters)

1. IDENTIFICAÇÃO / APPLICANT				
1.1	Nome Completo / Full Name _____			
1.2	Nacionalidade / Nationality _____			
	País / Country _____			
1.4	Data Nascimento / Date of Birth ____ / ____ / ____			
1.5	Sexo / Gender M <input type="checkbox"/> F <input type="checkbox"/>			
1.5	País e Local de Nascimento / Country and Place of Birth ____ / _____			
1.6	Filiação e Nacionalidade / Parent's name and Nationality Pai / Father _____ Mãe / Mother _____			
1.7	Estado civil / Marital status Solteiro <input type="checkbox"/> Casado <input type="checkbox"/> Divorciado <input type="checkbox"/> Viuvo <input type="checkbox"/> Single Married Divorced Widowed			
2. DOCUMENTO DE VIAGEM TRAVEL DOCUMENT				
No Passaporte / Passport No	Válidade / Expiry date / /			
Emitido em / Issued by	Data / Date / /			
Passaporte / passport: Pessoal/ Personal <input type="checkbox"/> Familiar / Family <input type="checkbox"/>				
Familiars no passaporte / Relatives in the passport				
Nº	Parentesco Relationship	Nome Name	Data Nascimento Date of Birth	Sexo Gender
			/ /	
			/ /	
			/ /	
			/ /	
3. INFORMAÇÃO REPORTADA A TIMOR LESTE INFORMATION ABOUT TIMOR LESTE				

3.1	Fronteira de entrada e data / Border station of entry and date	
_____ / _____ / _____		
3.2	Morada completa / Full address	
_____		No Telefone / Telephone No
Distrito / District		_____
3.3	Condição Perante o Trabalho / Employment details	
Activo / Working	<input type="checkbox"/>	Não Activo / Not working <input type="checkbox"/>
Empregado / Employed	<input type="checkbox"/>	Doméstico / Housewife <input type="checkbox"/>
À procura do 1º emprego / Seeking first job	<input type="checkbox"/>	Reformado / Retired <input type="checkbox"/>
Outra / Other _____	<input type="checkbox"/>	Estudante / Student <input type="checkbox"/>
		Outra / Other _____ <input type="checkbox"/>
3.4	Profissão / Occupation	
3.5	Situação na Profissão / Professional Situation	
	Trabalhador por conta própria (patrão) / Employer	<input type="checkbox"/>
	Trabalhador por conta própria (isolado) / Self-employed	<input type="checkbox"/>
	Trabalhador por conta de outrem / Employed worker	<input type="checkbox"/>
	Outra / Other	<input type="checkbox"/>
	Entidade empregadora / Employer	
	Nome / Name	_____
	Morada / Address	_____
	Telefone / Telephone	_____
4.	REQUERIMENTO / APPLICATION	
4.1.	Tipo de Visto / Visa type	
Visto Comum / Ordinary Visa		
Classe III / Class III	<input type="checkbox"/>	Visto Trabalho / Work Visa <input type="checkbox"/>
Classe IV/ Class IV	<input type="checkbox"/>	Visto Para fixação de Permanência / Permanent residence visa <input type="checkbox"/>
4.2.	Junta os seguintes documentos / Attach the following documents	
<input type="checkbox"/>	Fotocópia Autenticada do passaporte Authenticated Passport photocopy	<input type="checkbox"/> 2 fotos 2 photos
<input type="checkbox"/>	Contrato de trabalho (aprovado) Work Contract (approved by Labor department)	<input type="checkbox"/> Meios de subsistência e alojamento Means of support and accommodation
<input type="checkbox"/>	Atestado de robustez física e psíquica	<input type="checkbox"/> Registo criminal

Medical certificate attesting to the physical and psychological suitability

Criminal record Certificate

Outros
Others

4.2. Pessoas a seu cargo em Timor Leste / Persons under your care in East Timor

Parentesco Relationship	Nome Name	Nacionalidade Nationality	Data Nascimento Date of Birth	Sexo Gender
			/ /	
			/ /	
			/ /	
			/ /	

Se o requerente for menor de 18 anos, assinatura dos pais ou tutor, e documento de autorização em anexo
If the applicant is under 18 years of age, signature of approval by parents or guardian, and attach document proof

_____ / /

Declaro prestar estas informações de boa fé e que as mesmas são exactas e completas. As falsas declarações serão punidas nos termos da lei, assumindo desde já inteira responsabilidade pelas informações por mim prestadas, bem como pelos documentos apresentados ou juntos a este pedido. Autorizo, no âmbito do meu pedido o processamento informático dos dados constantes neste requerimento.

I declare that to my best knowledge and belief the information given is true. I am aware that is an offence under the present law to make false statements and I hereby declare to be responsible for all information given by me as well as for the documents presented or attached to this application. I hereby accept that the data given may be computerized within the scope of my application

Vem requerer a concessão de visto.

Submit this application for the granting of the visa.

_____ / /
Assinatura/Signature

(A preencher pelo Serviço / For official use only)

Processo nº / File _____ Ano / Year _____

Deferido Indeferido
Approved Not Approved

Assinatura / Signature _____ Data / Date _____ / _____ / _____

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