



HOUSTON

# Visa Requirements TURKEY

## Required Documents Checklist

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

- Your original valid signed passport. 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.
- 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 your state-issued driver's license.
- 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.
- An invitation from the organization to be visited in Turkey. Faxed or scanned copies are acceptable (sample attached).

**WORK VISA APPLICANTS must also include:**

- A copy of the employment contract or agreement from the host company in Turkey.

**NOTES:**

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
Single Entry	\$65.00	\$65.00	\$65.00
Multiple Entry, Valid 1 Year	\$205.00	\$205.00	\$205.00

### G3 Processing Fees

Visa Type	5 Business Days	7 Business Days	10 Business Days
Tourist	\$90.00	\$70.00	\$60.00
Business	\$95.00	\$75.00	\$60.00
Flight Crew	\$95.00	\$75.00	\$60.00



VISAS & PASSPORTS

HOUSTON

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

Visa Order Form
TURKEY

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.

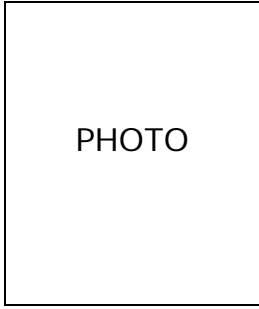
For Payment Via Credit Card:

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.



<http://www.mfa.gov.tr/mfa>

**TÜRKİYE CUMHURİYETİ DIŞİŞLERİ BAKANLIĞI**  
**REPUBLIC OF TURKEY, MINISTRY OF FOREIGN AFFAIRS**

## VISA APPLICATION FORM

1. Family name (as in passport)	2. Maiden name
3. First name(s) (as in passport)	4. Date of birth (year-month-day)
5. ID-number (optional)	6. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
7. Place of birth City : .....	8. Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other
Country.....	9. Current citizenship
10. Citizenship at birth	11. Father's full name
12. Mother's full name	

FOR OFFICIAL  
USE ONLY

Date of application:

13. Type of passport <input type="checkbox"/> Ordinary Passport <input type="checkbox"/> Diplomatic Passport <input type="checkbox"/> Service Passport	<input type="checkbox"/> Travel Document (1951 Convention) <input type="checkbox"/> Alien's passport <input type="checkbox"/> Seaman's Passport <input type="checkbox"/> Other (please specify).....
14. Passport number	15. Issue and expiry date
16. Place of issue	
17. If you are resident in a country other than your country of origin, have you permission to return to that country? <input type="checkbox"/> No <input type="checkbox"/> Yes, (number and validity) .....	

Supporting documents:

Valid passport  
Financial means  
Invitation  
Means of transport  
Other:

18. Present occupation and profession	Telephone/ Fax Number
19. Present work address	E-mail address
20. Applicant's home address	Telephone number
	E-mail address

Visa:

Refused  
 Granted

21. Type of Visa: <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay	22. Number of entries requested <input type="checkbox"/> Single Entry <input type="checkbox"/> Multiple entry
23. Duration of stay- Visa is requested for: ..... days	

**24.** Have you ever been refused a visa for Turkey?  
 No  
 Yes - When..... Where.....

**25.** Have you ever been deported from or required to leave Turkey ?  
 No  
 Yes - When..... Where.....

**26.** In the case of transit, have you an entry permit for the final country of destination?  
 No  Yes, valid until: ..... Issuing authority: .....

**Type of Visa:**

- Single Entry  
 Multiple Entry

- Transit  
 Double Transit

- Tourist  
 Business

- Work  
 Education  
 Other

.....

**27.** Purpose of trip  
 Official  Tourism  Business  Cultural/Sports  
 Private visit (family or friends)  Medical reasons  
 Other (please specify) .....

**28.** Date of arrival **29.** Date of departure

**30.** Port of first entry or transit route **31.** Means of transport

**32.** Who is paying for your trip and costs of living during your stay in Turkey?  
 Myself  Host person(s)  Host company  
 (State who and how and please submit corresponding documentation)  
 .....  
 .....

**33.** Name of host or company in Turkey and contact person in host company. If not applicable, give name of hotel or temporary address in Turkey.  
 Address Telephone/ Fax Number E-mail address

**34.** Means of support during your stay  
 Cash  Traveller's Cheque  Credit cards  Accommodation  
 Other: .....  
 Travel and/or health insurance. (optional) Valid until: .....

**Valid**

**from:**.....

**To:**.....

**35.** Spouse's

Family name		Nationality	
Maiden name		Date of birth	
First name		Place of birth	

**36.** Children (Application must be submitted seperately for each passport)  
Family Name: First name: Date of birth:

1.  
 2.  
 3.

**37.** I certify that I have read and understood all the questions set forth in this application form and the answers I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that possession of a visa does not automatically entitle me to enter the Republic of Turkey upon arrival at a port of entry.

If I fail to comply with the relevant provisions of the Turkish Passport Law No: 5682 and Law on the Residence and Travel of Aliens in Turkey No: 5683, my entry will be refused and in case of refusal, I will not claim any compensation.

**38.** Place and date **39.** Signature (for minors, signature of custodian /guardian)

# 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

# Sample Business Invitation Letter from Overseas 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,

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.