



WASHINGTON, DC

# Visa Requirements TURKMENISTAN

## Required Documents Checklist

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

- Your original valid signed passport, plus one photocopy of the information/photo page. 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.
- Two completed and signed visa application forms (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white 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.
- A letter of invitation from the organization to be visited, certified by the State Foreign Citizens Registration Service of Turkmenistan.

**TOURIST TRAVELERS must also include:**

- An official letter of invitation from a Turkmenistan tourist agency, or a letter of invitation from a private host certified by the State Foreign Citizens Registration Service of Turkmenistan.

**NOTES:**

Travelers who will spend more than 90 days in Turkmenistan must also provide copies of recent HIV test results.

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	12 Business Days
Single Entry, 10 Day Stay	\$55.00	\$55.00	\$35.00
Single Entry, 20 Day Stay	\$75.00	\$75.00	\$45.00
Single Entry, 1 Month Stay	\$95.00	\$95.00	\$55.00
Multiple Entry, 1 Month Stay	\$135.00	\$135.00	\$75.00
Transit	\$55.00	\$55.00	\$35.00

### G3 Processing Fees

Visa Type	4 Business Days	6 Business Days	12 Business Days
Tourist	\$95.00	\$75.00	\$60.00
Business	\$105.00	\$85.00	\$60.00
Transit	\$95.00	\$75.00	\$60.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form
TURKMENISTAN

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).

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:

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 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.

# EMBASSY OF TURKMENISTAN – CONSULAR SECTION

**IMPORTANT!** Implementation of the following few additional steps is essential in order to process quickly your Application. Please read instructions also posted on our webpage and make changes as necessary before submitting to the Embassy. The information provided with the forms will be reflected in your visa and any corrections/changes afterwards may be highly time, effort and resource consuming. It may also lead to total decline of your Application or in certain cases to deportation upon arrival and annulment of your visa. **2 Applications per Applicant!** Please **do not fold or otherwise deteriorate the Application Forms** as they will not be admitted for processing. Forms must be filled in duly, without corrections, preferably typed or printed, **all fields** must be answered (enter "n/a" where applicable). **Recent identical photos of max. 6 months old** must be glued to each Application Form. Fees must be of exact amount in US funds, unless waived. Declined checks/ MOs subject to \$25 return fee.

**PHOTO**

Please glue,  
do not  
staple!

Maximum  
Size 1.5 x 2 in.

<b>Do not write or mark in this area! Resmilesdirilen wizanyň:</b>			
№	Senesi:	Möhleti:	
Bahasy:	Esasy: №	Senesi:	

## Visa Application Form

<b>1</b>	<b>Surname/Last Name:</b>	<b>2</b>	<b>Name, Given Name(s):</b>		
<b>3</b>	<b>Any Other Name(s) used before:</b> (e.g. before marriage)	<b>4</b>	<b>Date of Birth:</b> (dd-mm-yyyy) <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> </div>		
<b>5</b>	<b>Place of Birth:</b>	<b>6</b>	<b>Current Citizenship:</b>		
<b>7</b>	<b>Citizenship at Birth:</b>	<b>8</b>	<b>Sex:</b>	<b>9</b>	<b>Family Status:</b> (e.g. single, married, widowed, separated, divorced)
<b>10</b>	<b>Type of Passport:</b> (e.g. diplomatic; official/service; ordinary)	<b>11</b>	<b>Other Travel Document if none in #10 is applicable:</b> (in accordance with 1951 Convention)		
<b>12</b>	<b>Passport #:</b>	<b>13</b>	<b>Valid from:</b> (dd-mm-yyyy)	<b>to:</b>	
<b>14</b>	<b>Issuing Authority/Agency:</b>				
<b>15</b>	<b>Children/Dependents included on your passport and traveling with you:</b>				
	<i>Full Name as written in Passport</i>	<i>Date of Birth:</i> (dd-mm-yyyy)	<i>Place Birth</i>		
1					
2					
3					
4					
5					
<b>16</b>	<b>Type of Visa:</b> (check <u>all</u> appropriate boxes)		<i>Individual:</i>	<input type="checkbox"/>	<i>Group:</i>
<b>a</b>	Diplomatic	<input type="checkbox"/>	<b>f</b>	Student	<input type="checkbox"/>
<b>b</b>	Official (service)	<input type="checkbox"/>	<b>g</b>	Tourist	<input type="checkbox"/>
<b>c</b>	Business	<input type="checkbox"/>	<b>h</b>	Medical	<input type="checkbox"/>
<b>d</b>	Private	<input type="checkbox"/>	<b>i</b>	Driver	<input type="checkbox"/>
<b>e</b>	Transit	<input type="checkbox"/>	<b>j</b>	Other	<input type="checkbox"/>
<b>17</b>	<b>Number of Entries and Duration of Stay:</b>		<b>a</b>	Single	<input type="checkbox"/>
	<b>e</b>	Number of days	<input type="checkbox"/>		
	<b>f</b>	Number of months	<input type="checkbox"/>		
	<b>g</b>	Number of years	<input type="checkbox"/>		
	<b>b</b>	Double	<input type="checkbox"/>		
	<b>c</b>	Triple	<input type="checkbox"/>		
	<b>d</b>	Multiple	<input type="checkbox"/>		
<b>18</b>	<b>Date of Entry:</b> (dd-mm-yyyy) <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> </div>		<b>19</b>	<b>Date of Exit:</b> (dd-mm-yyyy) <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> <span style="width: 15%;"></span> </div>	

<b>20</b>	<b>Mean(s)/Type(s) of Transportation</b> <i>(e.g. airplane, car, train, ferry, combination of all or some, other)</i>		
<b>21</b>	<b>Number of Previous Trips to Turkmenistan:</b>	<input type="text"/>	<b>If any, provide Date(s):</b>
<b>22</b>	<b>a</b>	<b>Current Employment:</b> <i>(Job Title, Position, Profession)</i>	<b>b</b> <b>Employed since:</b> <i>(mm-yyyy)</i> <input type="text"/>
	<b>c</b>	<b>Affiliation:</b> <i>(complete name &amp; postal address)</i>	
	<b>d</b>	<b>Tel., Fax, E-mail, Webpage, etc.:</b>	
<b>23</b>	<b>a</b>	<b>Permanent Residence Address in full :</b>	
	<b>b</b>	<b>Tel., Fax, E-mail, Webpage, etc.:</b>	
<b>24</b>	<b>Annual income</b> <i>(in USD)</i>	<b>25</b>	<b>Amount &amp; Type of Funds Available for This Trip:</b> <i>(cash, etc.)</i>
<b>26</b>	<b>Who will pay for this trip?</b>		
<b>27</b>	<b>Where will you stay in Turkmenistan?</b> <i>(complete postal address)</i>		
	<b>Tel.</b>	<b>Fax:</b>	<b>29</b> <b>His/Her Citizenship:</b>
<b>28</b>	<b>Name(s) of Host/Sponsor/Contact:</b>		
<b>30</b>	<b>Additional information, if any, related to you or your trip that you think may be useful in consideration of your application:</b>		
<b>31</b>	<p><b><u>Declaration:</u></b></p> <ul style="list-style-type: none"> <li>- I confirm that all information provided in this Application Form is correct to the best of my knowledge.</li> <li>- I am aware that any false statement(s) can lead to denial to enter/deportation from Turkmenistan even if I have valid visa.</li> <li>- In case of my/accompanying me person's denial to enter/deportation from Turkmenistan, I/we have no claim(s) to compensation.</li> <li>- I am aware that any false or incomplete statement(s) will lead to denial to obtain visa in future and may also render me liable to prosecution under the local law.</li> <li>- I do realize that myself and person(s) accompanying me are to leave Turkmenistan upon expiration of my/our visa.</li> <li>- I have read these provisions of Turkmenistan's Foreign Visitors Act governing the entrance, stay and leave by foreign nationals and under its penalty I undertake to follow them.</li> </ul>		
<b>32</b>	<b>Signature:</b>		
<b>33</b>	<b>Date:</b> <i>(dd-mm-yyyy)</i> <input type="text"/>		

# 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.