

## 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).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background. Your facial expression must be neutral; do not smile or grimace. Do not wear glasses in the photo. Attach with a paper clip; do not staple the photo.
- 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.
- Copy of the U.S. company's articles of incorporation or Certificate of Good Standing.

**NOTES:**

\*U.S. Citizens do not require visas for tourist trips of 90 days or less. Visas are required for business trips to Venezuela.

These instructions are valid for residents of Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin.

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	6 Business Days	10 Business Days	16 Business Days
Tourist*	\$90.00	\$60.00	\$60.00
Business	\$90.00	\$60.00	\$60.00
Flight Crew	\$90.00	\$60.00	N/A

### G3 Processing Fees

Visa Type	6 Business Days	10 Business Days	16 Business Days
Tourist	\$105.00	\$70.00	\$60.00
Business	\$115.00	\$80.00	\$60.00
Flight Crew	\$105.00	\$70.00	N/A



VISAS & PASSPORTS

CHICAGO

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

Visa Order Form
VENEZUELA

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 Chicago: Attn: Visa Department
312.704.8472 Phone 11 East Adams
800.830.8472 Toll Free Suite 1605
312.704.8150 Fax Chicago, IL 60603
chicago@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 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:



República Bolivariana de Venezuela  
Consulado General  
Chicago

VISA APPLICATION  
**SOLICITUD DE VISA**

**1.- PERSONAL INFORMATION/ DATOS PERSONALES**

LAST NAME: <b>APELLIDO</b>		FIRST NAME: <b>NOMBRE</b>			
PLACE OF BIRTH: <b>LUGAR DE NACIMIENTO:</b>					
DATE OF BIRTH: FECHA DE NACIMIENTO :			NATIONALITY: <b>NACIONALIDAD</b>		SEX : M ( ) F ( ) <b>SEXO</b>
MARITAL STATUS: <b>ESTADO CIVIL</b>	MARRIED ( ) <b>CASADO</b>	<b>SINGLE</b> <b>SOLTERO</b>	DIVORCED ( ) <b>DIVORCIADO</b>	WIDOW ( ) <b>VIUDO</b>	OTHER ( ) <b>OTRO</b>
HOME ADDRESS: <b>DIRECCION DE HABITACION</b>					
			TELEPHONE: <b>TELEFONO</b>		
BUSINESS ADDRESS AND PROFESSION OR OCCUPATION: <b>DIRECCION DE OFICINA Y PROFESIÓN U OCUPACION</b>					
			BUSINESS PHONE: <b>TELEFONO OFICINA</b>		

**2.- TRAVEL INFORMATION/ DATOS SOBRE EL VIAJE**

TYPE OF VISA ( ) Student ( ) Industry ( ) Business ( ) Investor ( ) Business Owner ( ) Domestic Employment ( ) Venezuelan Family REQUESTED: ( ) Worker ( ) Religious ( ) Tourism ( ) Transit ( ) Landlord-Retired ( ) Non-Venezuelan Family.					
TIPO DE VISA ( ) Estudiante ( ) Industrial ( ) Negocios ( ) Inversionista ( ) Empresario ( ) Empleado Doméstico ( ) Familia Venezolana REQUERIDA: ( ) Laboral ( ) Religioso ( ) Turismo ( ) Tránsito ( ) Rentista ( ) Familia No-Venezolana.					
PURPOSE OF TRIP: <b>PROPOSITO DEL VIAJE</b>			LENGTH OF STAY IN VENEZUELA: <b>TIEMPO DE PERMANENCIA EN VENEZUELA</b>		
WHO IS RESPONSIBLE FOR YOUR TRIP EXPENSES? <b>QUIEN ES RESPONSABLE ECONOMICAMENTE POR SU VIAJE?</b>					
AIRLINE & FLIGHT NUMBER: <b>LINEA AEREA Y NUMERO DE VUELO</b>		ARRIVAL DATE: <b>FECHA DE ENTRADA</b>		DEPARTURE DATE: <b>FECHA DE SALIDA</b>	
NAME & ADDRESS OF THE PERSON/COMPANY TO BE CONTACTED IN VENEZUELA: <b>NOMBRE Y DIRECCION DE LA PERSONA/COMPANIA A CONTACTAR EN VENEZUELA</b>					
NAME & ADDRESS OF WHERE YOU WILL BE STAYING IN VENEZUELA : <b>NOMBRE Y DIRECCION DEL LUGAR DONDE PERMANECERA ALOJADO EN VENEZUELA</b>					

**3.- PASSPORT INFORMATION/ DATOS DEL PASAPORTE**

PASSPORT TYPE* AND NUMBER: <b>TIPO DE PASAPORTE* Y NUMERO</b>		PLACE AND DATE OF ISSUE: <b>LUGAR Y FECHA DE EXPEDICION</b>	
*REGULAR/ORDINARIO ( ) *REENTRY PASSPORT/PASAPORTE DE ENTRADA ( )		DATE OF EXPIRATION: <b>FECHA DE VENCIMIENTO</b>	

DATE/FECHA: \_\_\_\_\_

APPLICANT'S SIGNATURE/FIRMA DEL SOLICITANTE \_\_\_\_\_

PLEASE DO NOT WRITE IN THIS SPACE/ POR FAVOR NO ESCRIBA EN ESTE ESPACIO

NRO. DE VISA	CLASIFICACION	FECHA	PLANILLA CONSULAR NRO.	CONTROL NRO .
		Exped: Vencimiento:		
AUTORIZADA POR		FECHA:		

# 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