

## 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.
- 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.
- A letter from a physician certifying that the applicant is free of communicable diseases and in good general health.

**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.
- A letter of invitation from the organization to be visited in Yemen. Faxed or scanned copies are acceptable; a sample is attached.

**NON-US CITIZENS must also include:**

- A copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- A letter from their employer on original letterhead, stating that the applicant will return to work after the trip to Yemen.
- Approval from the Passport and Immigration Department in Yemen. Please note that if approval has not been issued before the visa application is submitted, visa processing times will be extended.

### NOTES:

\*Yemen will not issue a visa if your passport contains Israeli entry stamps. If your passport contains Israeli stamps, you will need to either your passport or have a second valid passport issued. G3 can assist with these services; email [info@g3visas.com](mailto:info@g3visas.com) for details.

The Embassy of Yemen is closed every Friday. Friday does not count as a processing day.

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	\$100.00	\$80.00	\$80.00
Multiple Entry, 6 Months	\$122.00	\$92.00	\$62.00

### G3 Processing Fees

Visa Type	4 Business Days	6 Business Days	10 Business Days
Tourist	Tourist Visas are temporarily unavailable as of 2/22/2011 due to unrest in Yemen.		
Business	\$105.00	\$85.00	\$70.00
Flight Crew	\$105.00	\$85.00	\$70.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form
YEMEN

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 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 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:

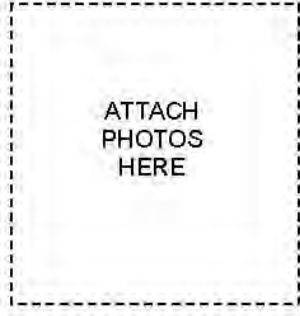
Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

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:



سفارة الجمهورية اليمنية (واشنطن)  
القسم القنصلي ( )  
Embassy of Yemen Republic  
Washington D.C.  
Consular Section  
( )

استمارة طلب تأشيرة دخول  
APPLICATION FORM FOR ENTRY VISA

APPLICANT INFORMATION:	
1- Full name & Surname (الاسم الكامل واللقب):	
2- Nationality (الجنسية):	3- Sex (الجنس):
4- Place & Date of Birth (مكان وتاريخ الميلاد):	
5- Marital Status (الحالة الاجتماعية):	6- Profession (المهنة):
7- Passport No (رقم جواز السفر):	8- Type (النوع):
9- Place & Date of Issue (مكان وتاريخ صدوره):	10- Expires on (تاريخ انتهاء صلاحيته):
11- Other names Shown in Passport (أفراد الأسرة المدرجة أسمائهم بالجواز):	
12- Permanent Address (العنوان الدائم):	
13- Phone number (رقم الهاتف) : Work:	Home:
14- Purpose of visit (الغرض من السفر):	
15- Duration of visa requested (مدة التأشيرة المطلوبة):	16- No. of entries requested (عدد السفارات المطلوبة):
17- Period of stay in Yemen (مدة الإقامة في اليمن):	
18- Address in Yemen (العنوان في اليمن):	
19- Reference in Yemen (المرجع في اليمن):	

I hereby declare that the above information is accurate, and that I will fulfill and obey the laws and regulations of the Republic of Yemen

أقر بصحة البيانات الممنونة أعلاه وأتعهد باحترام قوانين وأنظمة الجمهورية اليمنية.

Signature (التوقيع)

Date (التاريخ)

OFFICIAL USE ONLY	
منحت للطالب تأشيرة مرور: دبلوماسية/خاصة/لمهمة/للزيارة/للسياحة/للتجارة/للعمل/للدراية/للمرافقة.	
برقم:	بتاريخ:
لغرض:	صالح لغاية:
والرسم المحصل قدره:	ومدة البقاء في اليمن:
أساس صرف التأشيرة:	رقم سند التحصيل:
	أو مجاناً:

ختم القنصلية

اسم وتوقيع القنصل العام

توقيع الموظف المختص

THE FOLLOWING ATTACHEMENTS MUST BE SUBMITTED WITH THIS FORM FOR PROCESSING

(يرفقات يجب تقديمها مع الاستمارة)

- VALID PASSPORT
- TWO (2) PASSPORT PHOTOD
- COPY OF RETURN TICKET OR ITINERARY
- HEALTH CERTIFICATE OR DOCTOR'S NOTE

- جواز السفر ساري المفعول
- صورتين شمسيتين مفاص 6X4
- تذكرة سفر ذهاب وإياب
- شهادة صحية

# 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.