



WASHINGTON, DC

Visa Requirements ZIMBABWE

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.
- 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.
- Two copies of flight itinerary
- Copy of hotel confirmation (recommended for US citizens, required for non-US citizens)
- International Certificate of Vaccination for Yellow Fever

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A business letter from their U.S. company (original plus one copy). The letter must explain the purpose of the trip, provide a financial guarantee, and must be on letterhead and signed by a representative of the company other than the applicant. (Sample attached.)
- A letter of invitation from the company to be visited in Zimbabwe (two copies). Faxes or scans are acceptable. (Sample attached.)

NOTES:

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 8 Business Days
Single Entry	\$85.00	\$65.00	\$65.00
Double Entry	Currently Unavailable	Currently Unavailable	Currently Unavailable

G3 Processing Fees

Visa Type	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 8 Business Days
Tourist	\$105.00	\$90.00	\$65.00
Business	\$140.00	\$100.00	\$70.00
Flight Crew	\$140.00	\$100.00	\$70.00



VISAS & PASSPORTS

WASHINGTON, DC

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

Visa Order Form

N-A 656K 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, Secondary Email

Return Shipping

Passports will be returned via Federal Express.

Select One: 3 Business Day Delivery, Standard Overnight Delivery, 8 AM Delivery, Saturday Delivery, Same Day Delivery, International Delivery, I have included my own airbill, I have included my FedEx or UPS account number

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: 703.276.8472 Phone, 888.883.8472 Toll Free, 703.524.3374 Fax, WashingtonDC@g3visas.com
Attn: Visa Department, 3300 N Fairfax Drive, Suite 220, Arlington, VA 22201

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: 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

Cardholder Signature:



ZIMBABWE VISA APPLICATION

64343-1

DATE STAMP

To be filled in English (in block capitals) by each adult requiring a visa

1. Surname (Mr./Mrs./Miss) _____	Sex _____
2. First Names _____	
3. Date of birth _____	Place of birth _____
4. Present Nationality _____ (as per passport)	Previous _____
5. Passport number _____	Place of issue _____
Date of issue _____	Date of expiry _____

6. Particulars of wife/husband (who must complete a separate application if traveling)

(a) Surname _____

(b) First names _____

(c) Date of birth _____ Place of birth _____

7. Particulars of children under 18 who will accompany applicant.

<i>Full names</i>	<i>Place of birth</i>	<i>Date of birth</i>	<i>Passport no.</i>
_____	_____	_____	_____
_____	_____	_____	_____

8. Applicant's present occupation _____

9. Purpose of visit _____

10. Normal residential address _____

11. Proposed address in Zimbabwe (include name of person or business to be visited if applicable) _____

Telephone _____

12. Period of visit intended: From _____ To _____

13. Please complete but do not detach:

APPLICANT'S DETAILS

Surname _____

First names _____

Date and place of birth _____

Accompanying children under 18.

Names	Date of birth
_____	_____
_____	_____
_____	_____

**OFFICIAL USE ONLY
VISA AUTHORITY**

VISA APPLICATION (continued)

- 14. Intended place of entry into Zimbabwe _____
 - 15. Dates of previous entry into Zimbabwe _____
 - 16. Address to which visa should be sent _____
 - 17. Any criminal convictions sustained by applicant are to be detailed below. (Minor infringements of by-laws may be ignored)
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Note.---All visitors to Zimbabwe must be in possession of return tickets (or funds in lieu) and sufficient funds to support themselves. The granting of a visa is not a guarantee of entry, and holders are also required to comply with the requirements of the Immigration Act, 1979.

<p style="text-align: center;"><i>Signature of applicant</i></p> <p>Date _____ Place _____</p>	<p>OFFICIAL USE ONLY</p>
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Your application will only be processed if this form is FULLY completed.

When completed this form should be dispatched by Air Mail to THE CHIEF IMMIGRATION OFFICER, PRIVATE BAG 7717, CAUSEWAY, ZIMBABWE

DO NOT FORGET to complete the address box below--your visa will be sent to this address.

- 1. Write the name and address you wish the visa to be sent to in the box opposite.
- 2. DO NOT DETACH this Form.
- 3. This Form will be returned to you with the visa authority endorsed thereon.

DO NOT DETACH

Name	<p>_____</p> <p>_____</p>
Address	<p>_____</p> <p>_____</p> <p>_____</p>

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2012

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, 2012

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, 2012 Date of Arrival #2 *(if applicable)*

Airport of Arrival: *City*

Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2012 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,

*(Original signature here; no copies. Must be signed by someone **other** than the applicants.)*

Title