



**ANGOLA requires that all travelers appear in person at the consulate to submit their visa applications.**

G3 offers Consular Pickup Service to retrieve your passport and visa upon completion; Consular Pickup Service instructions are attached. To apply for your Angolan visa, prepare the following documents for submission to the Consulate General of Angola, located at 3040 Post Oak Road, Suite 780, Houston, TX 77056. Applications are accepted on Mondays and Wednesdays between the hours of 9:30AM and 2:00PM. The requirements for Business, Flight Crew, and Tourist visas follow.

**ALL TRAVELERS must submit:**

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Two visa application forms (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. The forms must be typed or completed on the attached fillable PDF; handwritten applications are not accepted.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background). You must wear professional attire in the photo; a jacket is recommended.
- Copy of flight itinerary showing applicant's name.
- Copy of the applicant's International Certificate of Vaccination for Yellow Fever.
- A money order for consular fees in the amount of \$141.00, made payable to "Consulate General of Angola."

**BUSINESS and FLIGHT CREW TRAVELERS must also include:**

- A letter addressed to "Consulate General of Angola, Houston" from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the original pen-to-paper signature of a company representative other than the applicant. A sample letter is attached.
- A letter of invitation from the organization to be visited in Angola addressed to "Consulate General of Angola, Houston." The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. The letter must be in Portuguese and must specify a duration of either 30 days or 2 years. The letter must be accompanied by a copy of the ID of the person who signed the letter. Faxed or scanned copies are accepted. A sample is attached.
- Photocopies of the Registration Document ("Alvará"), Official Gazette Bulletin ("Diário da República"), and D.A.R. (document confirming collection of income tax) provided by the organization to be visited in Angola.
- Flight crew must also submit a copy of a valid crew ID.

**TOURIST TRAVELERS must also include:**

- A copy of a recent bank statement issued within the past 90 days, showing a minimum balance of \$200 per day to be spent in Angola. The account number may be blacked out for privacy; do not obscure any other information.
- A letter of invitation from a host or sponsor in Angola. Faxed or scanned copies are acceptable.

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

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

*If you require a Work visa, please contact G3 as different requirements, fees, and visa applications will apply.*

*The processing time is at the discretion of the Consulate based on the type of visa and approval. The Consulate will provide an anticipated completion date when the visa is lodged.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

**Need additional assistance? Request Concierge Service.**

Visa Requirements



Send to: G3 Global Services  
 Attn: Visa Department  
 2425 West Loop South, Suite 310  
 Houston, TX 77027  
 866.945.8472 | Houston@g3visas.com

**HOUSTON  
ANGOLA**

## CONSULAR PICKUP SERVICE

*There is No Substitute for Experience.*

### Consular Pickup Service Instructions

All Travelers Must Send the Following Documents to G3:

- Completed and signed Letter of Authorization (attached). If Consular Pickup Service will be provided for more than one traveler, each traveler must complete and sign their own Letter of Authorization.
- Any pickup slips, tickets, or reference numbers provided by the consulate.
- A photocopy of the information/photo page of the passport.
- This completed form and completed Order Form.

### Service Fees

Consular Pickup Service \$95.00

### Return Delivery Fees

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

*\*These services may not be available for all delivery locations.*

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department**, 2425 West Loop South, Suite 310, Houston, TX 77027

713.574.1731 Phone | 866.945.8472 Toll Free | 866.611.6960 Fax | Houston@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Info & Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 2425 West Loop South, Suite 310  
 Houston, TX 77027  
 866.945.8472 | Houston@g3visas.com

HOUSTON  
**ANGOLA**  
**CONSULAR PICKUP SERVICE**

Order Form

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

*There is No Substitute  
 for Experience.*

**Total Fees from Info & Fees Page**

*Please include Info & Fees page with your request.*

	FEE	# Travelers	TOTAL
Consular Fee (if applicable)	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

**Traveler Names**

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Country:

**Travel Details**

Date of US Departure:

I must have my passport no later than:

Date visa will be ready for pickup:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:

Company:

Contact Email (required):

Daytime Phone:

Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:

Company:

Street Address:

City:

State:

Zip Code:

Daytime Phone:

Mobile Phone:

ASSOCIATE NAME:

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

FOR OFFICE USE ONLY



# Letter of Authorization

Date: \_\_\_\_\_

Consulate General of Angola  
Visa Section  
Houston, TX

To Whom It May Concern:

I, \_\_\_\_\_, hereby authorize a representative of G3 Global Services to discuss the status of my visa application and retrieve my passport.

I intend to depart the United States on \_\_\_\_\_.

My date of birth is \_\_\_\_\_.

- I authorize G3 to pick up my passport with or without the visa.
- I do not wish my passport to be released without the visa.

Thank you for your assistance with my visa request.

\_\_\_\_\_  
Original Signature of Applicant

Telephone Number: \_\_\_\_\_

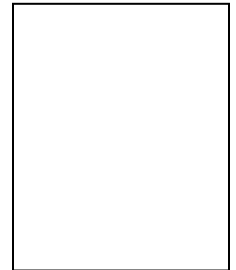
Authorization



**Republic of Angola**  
**Consulate General of the Republic of Angola**  
**Houston, Texas**  
**U.S.A.**

3040 Post Oak Blvd., Suite 780  
 Houston, Texas 77056

Tel: 713-212-3840  
 Fax: 713-212-3841




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**VISA REQUEST**

TRANSIT

SHORT-STAY

TOURIST

ORDINARY

Name: \_\_\_\_\_

Marital Status:

Gender:

D.O. Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Nationality of origin: \_\_\_\_\_

Current Nationality: \_\_\_\_\_

Passport # \_\_\_\_\_

Issued in: \_\_\_\_\_ on: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Profession: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Employer/Workplace: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's name: \_\_\_\_\_ Father's nationality: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Mother's nationality: \_\_\_\_\_

Place of lodging in Angola: \_\_\_\_\_

City \_\_\_\_\_ Street address: \_\_\_\_\_ House# \_\_\_\_\_

Name of Person or Company who will be responsible for your stay: \_\_\_\_\_

Province: \_\_\_\_\_ Municipality: \_\_\_\_\_ Suburb: \_\_\_\_\_

Street address: \_\_\_\_\_ House# \_\_\_\_\_

Date of entry in Angola: \_\_\_\_\_ Frontier point entered: \_\_\_\_\_

<b>Minors endorsed in your passport who will benefit from the visa</b>		
1. Name: _____	Born on _____	Relationship: _____
2. Name: _____	Born on _____	Relationship: _____
3. Name: _____	Born on _____	Relationship: _____

Name of Person or Entity requesting the visa: _____
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<b>TO BE COMPLETED BY THE APPLICANT OF THE TRANSIT VISA</b>
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Country of Destination: \_\_\_\_\_

Date of Arrival in Angola: \_\_\_\_\_

Carrier you will be travelling on out of Angola: \_\_\_\_\_

Do you have a: Entry visa  or Residency permit  for the country of destination?  
Number: \_\_\_\_\_ Valid until \_\_\_\_\_

<b>TO BE COMPLETED BY THE APPLICANT OF THE TOURIST VISA</b>
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Name of Person or Company to contact in Angola: \_\_\_\_\_

Purpose of visit: Leisure   
Sports Event   
Cultural

Activities to be performed: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Date of entry in Angola: \_\_\_\_\_ Frontier point entered: \_\_\_\_\_

**TO BE COMPLETED BY THE APPLICANT OF THE SHORT-STAY VISA**

Name of Person or Company to contact in Angola: \_\_\_\_\_

Reason for requesting a visa: \_\_\_\_\_

Full address in Angola: \_\_\_\_\_

Date of entry in Angola: \_\_\_\_\_ Frontier/Point of entry: \_\_\_\_\_

Date of departure from Angola: \_\_\_\_\_

ADDITIONAL INFORMATION	YES	NO
- Did you ever travel to Angola before?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever granted a residence permit card?	<input type="checkbox"/>	<input type="checkbox"/>
- Did you ever obtain a work visa?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever denied entry into Angola?	<input type="checkbox"/>	<input type="checkbox"/>
- Were you ever expelled from Angola?	<input type="checkbox"/>	<input type="checkbox"/>
Date _____	_____	
	<b>SIGNATURE OF APPLICANT</b>	

**FOR OFFICIAL USE ONLY**

Opinion of the Head of the Consular Mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Head of Consular Mission

Date \_\_\_\_\_

\_\_\_\_\_

**LEGIBLE SIGNATURE**

**TOURIST VISA**

- A tourist visa must be used within 60 (sixty) days of being issued. It is valid for one or two entries and allows applicant to remain in the country for a period of up to 30 (thirty) days. This visa can be renewed once for the same period of time.
- The Government may establish and update, unilaterally or by mutual agreement, a list of countries whose citizens are exempt from getting entry visas for stays shorter than 90 (ninety) days.
- The tourist visa does not allow its holder to establish residence in national territory nor to take part in any remunerated activity.

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#2, 3 and 4, Article 44, Law #2/07, August 31

**TRANSIT VISA**

- A transit visa must be used within 60 (sixty) days of being issued. It allows applicant to remain in the country for a period of up to 5 days, is valid for one or two entries and cannot be renewed.
- This visa can be exceptionally granted at the frontier point to the foreign traveler who is travelling but interrupts his/her trip due to the mandatory stops required by the carrier concerning transporting the individual.

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#2 and 3, Article 43, Law #2/07, August 31

**SHORT-STAY VISA**

- A short-stay visa must be used within 72 (seventy-two) hours of being issued, and it allows the foreign citizen to remain in national territory up to 7 (seven) days and it is renewable for an equal number of days.
- The short-term visa does not require previous authorization from the Foreigners and Migration Services, granting of the visa is authorization enough.
- The short-stay visa does not allow its holder to establish residence in national territory nor to take part in any remunerated activity.

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#2, 3 and 54, Article 45, Law #2/07, August 31

**ORDINARY VISA**

- The ordinary visa must be used within 60 (sixty) days of being issued. It allows its holder to remain in the country for a period of up to 30 (thirty) days and can be renewed twice for the same period of time.
- The ordinary visa does not allow its holder to establish residence in national territory nor take part in any remunerated activity.

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#2, 3 and 5, Article 46, Law #2/07, August 31

Reset Form

Print Form





## Sample Business Letter From U.S. Company

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

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, February 2 through February 15, 2015 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter



## Sample Business Letter for Flight Crew

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

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

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 Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: January 11, 2015      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: January 15, 2015      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

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 contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



## Sample Business Invitation Letter from Overseas Company

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

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, February 2 through February 15, 2015 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



## Sample Flight Crew Invitation Letter from Overseas Company

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

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in *(country)* from January 11 to January 15, 2015. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter