



STEP ONE - Email the following documents to Miami@g3visas.com:

G3's Document Pre-Check service is included in Bolivia visa requests. Please email the following documents to G3 so that a G3 Associate may finalize your visa application and email it to you to print, sign, and include in your package to G3. Allow three business days for your completed application to be returned to you.

- A scan of the information/photo page of your valid signed passport.
- One completed Bolivia Visa Questionnaire. You may fill in your answers on the attached PDF and email directly to G3.
- A digital copy of the passport-style photograph you will submit in Step Two (JPG format preferred.)
- Copy of hotel reservations showing applicant's name, or a letter from a private host listing the address where you will stay.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.
- A scan of your International Certificate of Vaccination for Yellow Fever.

STEP TWO - Send the following documents to G3 using a trackable service like FedEx or UPS:

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form, sent to you by G3, printed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One passport-style (2"x2") photo taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary showing applicant's name.
- Copy of hotel reservations showing applicant's name, or a letter from a private host listing the address where you will stay.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.
- International Certificate of Vaccination for Yellow Fever (original plus one photocopy).

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A police report from the local police demonstrating that the applicant does not have a criminal record.

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/>.

MINORS UNDER AGE 18 must also include:

- A notarized parental consent letter addressed to "Consulate General of Bolivia" authorizing the issuance of a visa, signed by both parents with a pen-to-paper signature in blue or black ink. If the applicant will not be accompanied by both parents, the letter must specify the name of the escort and the relationship to the applicant.

There is No Substitute for Experience.

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? Select Concierge Service.

Visa Requirements



There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 202.600.4257, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Upgraded Delivery Service: Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

VISA NOTES

- Tourist visas for U.S. Citizens are typically issued for five years with multiple entries.
- Travelers who will visit La Paz only may be exempted from the Yellow Fever Certificate requirement at consular discretion.
- Business and Flight Crew applicants are issued "Specific Purpose" visas valid for 30 days.
- For travelers of certain nationalities, the Consulate may be required to wait for visa approval from authorities in Bolivia; visa processing times may be extended.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 1444 Biscayne Boulevard, Suite 315
 Miami, FL 33132
 800.644.1642 | Miami@g3visas.com

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BOLIVIA

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 5 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Tourist	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Business	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00
Flight Crew	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00

G3 Service Fees*

Tourist	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$125.00
Business	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$135.00
Flight Crew	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$135.00

**G3 Service Fees include a \$55 fee for required Document Pre-Check service.*

Return Delivery Fees

<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<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, 1444 Biscayne Boulevard, Suite 315, Miami, FL 33132
 305.285.9255 Phone | 800.644.1642 Toll Free | 305.859.8007 Fax | Miami@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 1444 Biscayne Boulevard, Suite 315
 Miami, FL 33132
 800.644.1642 | Miami@g3visas.com

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VisaOrderForm

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#:

Concierge Service Requested
The personal touch.
ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page
Please include Applicable Fees page with your request.

FEE	# Travelers	TOTAL
Concierge Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<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 _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

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:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:



VISA QUESTIONNAIRE BOLIVIA

Email the following to WashingtonDC@g3visas.com:

- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid passport.
- A copy of your hotel reservations or letter of invitation from a private host.
- A copy of a recent bank statement (account number may be blacked out.)
- A scan of your International Certificate of Vaccination for Yellow Fever.
- Your completed Visa Order Form.

These items may also be sent to G3 via fax or postal mail.

This document is for G3 use only and is not the official visa application.

What is the main purpose of your trip?

- Tourism
 Business – meetings, site visits, conferences
 Business – flight crew
 Business – signing contracts, court visit, etc.
 Other: _____

Your full name as listed in your passport:

First Name _____

Middle Name _____

Last Name _____

Date of Birth: ____/____/____
Day Month Year

Sex: Male Female

Nationality: USA Other: _____

Additional Nationalities (if applicable): _____

Marital Status _____

Current Occupation: _____

Place of Birth: City: _____ State: _____ Country: _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Visa Questionnaire



VISA QUESTIONNAIRE BOLIVIA

Type of Passport: Regular/Personal Official
 Other: _____

Passport Issued by (country): USA Other: _____

Issuing Authority: US Department of State Other: _____

Passport Number: _____

Date of Issue: ___/___/___ Date of Expiry: ___/___/___
Day Month Year Day Month Year

Name of an Emergency Contact: _____

Emergency Contact's Date of Birth: ___/___/___
Day Month Year

Your Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Your Employer's Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Work Email: _____

Have you ever applied for a Bolivia visa previously? No Yes

Length of Stay in Bolivia: _____ days

Cities to be Visited: _____

Estimated Date of Arrival into Bolivia: ___/___/___
Day Month Year

Estimated Date of Departure from Bolivia: ___/___/___
Day Month Year

Means of Travel to Bolivia: Air Car/Bus Train

Departure City (USA or other country to be visited prior to entry to Bolivia): _____

Port of Entry to Bolivia : _____

Do you have relatives in Bolivia? No Yes

visa questionnaire



Sample Business Letter From U.S. Company

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

June 15, 2016

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, August 2 through August 15, 2016 *(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.*****

June 15, 2016

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: August 11, 2016 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016 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