



ALL TRAVELERS must include the following documents in your package to G3:

- 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.
- Two identical passport-style (2"x2") photographs 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.
- International Certificate of Vaccination for Yellow Fever.

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 letter of invitation from the company to be visited in Cameroon. 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. Faxed or scanned copies are accepted. Please see the attached sample letter.

TOURIST TRAVELERS must also include:

- Copies of bank statements for the past three months. Account numbers may be blacked out for privacy; do not obscure other information.

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/>.

Visa Requirements

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.



There is No Substitute for Experience.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
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 within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- The Embassy of Cameroon is open only on Wednesdays and Fridays; these are the only days on which the Embassy accepts visa applications and releases completed visas. Please take this into account when calculating your visa processing time.
- Gun permits (for tourists wishing to bring guns to Cameroon to hunt) are temporarily unavailable.
- Former citizens of Cameroon must submit a copy of their birth certificate or Cameroon passport. Former citizens of Cameroon may be issued multiple entry visas upon consular discretion.

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
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
CAMEROON

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 9 Business Days	Priority 12 Business Days	Expedited 18 Business Days
Tourist Valid 30 Days	<input type="checkbox"/> \$98.00	<input type="checkbox"/> \$98.00	<input type="checkbox"/> \$98.00
Business/Flight Crew Valid 1-3 Months	<input type="checkbox"/> \$98.00	<input type="checkbox"/> \$98.00	<input type="checkbox"/> \$98.00
Business/Flight Crew Valid 3-6 Months	<input type="checkbox"/> \$189.00	<input type="checkbox"/> \$189.00	<input type="checkbox"/> \$189.00

G3 Service Fees

Tourist	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

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, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
CAMEROON

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#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service 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"/>
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 _____

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:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

EMBASSY OF THE REPUBLIC
OF CAMEROON

Tél. : (202) 265-8790

Fax : (202) 387-3826

Email: cs@cameroonembassyusa.org



AMBASSADE DE LA REPUBLIQUE
DU CAMEROUN

1700 Wisconsin Avenue, N.W.

Washington, DC 20007

www.cameroonembassyusa.org

DEMANDE DE VISA / VISA APPLICATION

(ECRIRE EN LETTRES MAJUSCULES SEULEMENT / WRITE IN CAPITAL LETTERS ONLY)

Etat-Civil du voyageur / Civil Status of the traveler

Noms : _____ Prénoms : _____

Surname Given Names

Née / Maiden Name* : _____ Date de Naissance : _____

Date of Birth Jour/Day Mois/Month Année/Year

Lieu de naissance / Place of Birth

Ville / City or Town : _____ Pays / Country : _____

Nationalité / Nationality

Origine / Origin: _____ Actuelle/ Current: _____

Naturalisé(e) le* : _____ *Si cela s'applique
Naturalized on If applicable*

Photographie
(Agrafer ou coller la photo)

2 inches X 2 inches

Photograph
(Staple or glue the photo)

Informations sur le passeport du voyageur / Traveler's Passport Information

Passeport N° : _____ Pays ou Autorité Emettrice : _____

Passport N° Issuing Country or Authority

Date de délivrance : _____ Lieu de délivrance : _____ Date d'expiration _____

Date of issue Place of issue Date of expiration

Informations sur le voyageur / Information about the traveler

Noms des parents / Parents' names :

Père/Father: _____ Mère/Mother: _____

Situation familiale / Family status : Célibataire / Single Marié(e) / Married^(a) Pas Marié(e) mais vivant en couple^(a)
 Divorcé(e) / Divorced Veuf (ve) / Widow(er) *Unmarried but living with a partner*

^(a) Nom, sexe et numéro de téléphone de l'époux (se) ou du (de la) partenaire

Provide spouse's or partners NAME, SEX, and PHONE NUMBER:

Enfants / Children: - Nombre / Number: _____ || - Age / Age: 0 - 5 5 - 10 10 - 15 Plus de 15 / Over 15

Profession: _____ **Employeur:** _____ **Situation militaire:** _____

Occupation Employer Military status

Adresse et contact du voyageur / Traveler's address and contact information

Adresse/Address : Rue/Street address: _____ Apt. N° _____

Ville/City: _____ Etat/State: _____ Zip Code _____ Pays/Country _____

Tél./Phone: Cell: (_____) _____ Autre #/Other #: (_____) _____ E-mail: _____

Personne à contacter en cas d'urgence / Emergency contact person: Nom / Name _____

Numéro de Tel. / Phone Number (_____) _____ Lien/Relationship _____

Nature et durée du visa sollicité / Type and duration of visa requested:

Séjour De / Stay Of _____ Jours / Days (ou bien cocher la case ci-dessous qui s'applique / or check the corresponding box below)

Un Mois / One Month Trois Mois / Three Months Six Mois / Six Months Autre / Other _____

Entrées / Entries : Unique / Single Multiple / Multiple

Motif(s) du voyage / Reason(s) for traveling: (cocher les cases qui s'appliquent / check all that apply)

Affaires / Business Etudes / Studies Famille / Family Officiel / Official Visite / Visit

Tourisme / Tourism Transit / Transit Autre / Other _____

Réservé au Service Consulaire / Reserved to the Consular Service

VISA N° _____

Plans de voyage / Travel plans :

Date et lieu de départ des Etats-Unis / *Date and place of departure from the USA:* _____

Date et lieu d'entrée au Cameroun / *Date and place of entry in Cameroon:* _____

Date et lieu de départ du Cameroun / *Date and place of departure from Cameroon :* _____

Où comptez-vous vous rendre en sortant du Cameroun ? _____

Where do you intend to go when leaving Cameroon?

Avez-vous déjà visité le Cameroun? Si oui, A quelle(s) date(s) : _____

Have you ever visited Cameroon? If yes, When? _____

Avez-vous déjà habité le Cameroun pendant plus de trois (03) mois sans interruption ? OUI/YES^(b) NON/NO

Have you ever made an uninterrupted stay of more than three (03) months in Cameroon?

^(b) Précisez à quelles dates : _____

If yes, specify the dates _____

Attaches familiales au Cameroun (adresses exactes) : _____

Relatives in Cameroon (exact addresses) _____

Références au Cameroun (nom et adresse exacte) : _____

References in Cameroon (name and exact address) _____

Indiquez les noms et adresses des commerçants/industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires

Give names and addresses of businessmen/manufacturers you wish to meet if this is a business trip: _____

Comptez-vous installer au Cameroun un commerce ou une industrie ? OUI/YES^(c) NON/NO

Do you intend to establish a business in Cameroon?

^(c) Veuillez Spécifier/Expliquer : _____

Please specify/explain _____

Indiquez vos adresses exactes au Cameroun pendant votre séjour : _____

Specify your exact addresses during your stay in Cameroon _____

Vous engagez-vous à n'accepter aucun emploi rémunéré ou au pair durant votre séjour au Cameroun, à ne pas chercher à vous y installer définitivement et à quitter le territoire à l'expiration du visa qui vous sera éventuellement accordé ?

Do you agree not to accept any employment, either at a salary or for room and board during your stay in Cameroon, not to seek to remain in Cameroon permanently and to leave the Cameroonian territory at the expiration of the visa that may be granted to you?

OUI/YES NON/NO

. Ma signature engage ma responsabilité et m'expose, en sus de poursuites prévues par la loi en cas de fausse déclaration, à me voir refuser tout visa à l'avenir.

. My signature renders me responsible and exposes me, in case of any false statements, in addition to any penalties imposed by law, to be refused any Cameroon visa in the future.

Signature (*Must be that of the requester him/herself*)
(Doit être celle de la personne requérante elle-même)

Date



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



Sample Business Invitation Letter from Overseas 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 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.*****

June 15, 2016

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 August 11 to August 15, 2016. 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