



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.
- Non-US citizens must submit 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/>.
- One visa application form completed at <https://tramites.minrel.gov.cl/>, printed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. The Applicant must create an account to initiate consular services. Click the British flag icon at the top for the site to appear in English.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of round-trip airline tickets or flight itinerary showing E-Ticket number. The original tickets or itinerary with E-Ticket number must be brought to the consulate when you pick up the visa.
- A letter signed by the applicant describing the details of the trip to Chile.

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.
- Copy of a letter of invitation from the company to be visited in Chile. 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. Please see the attached sample letter. The organization in Chile must fax or email this letter directly to the Consulate (fax number: 312-654-8948, email address: info@cgchicago.com.)

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

- U.S. Citizens do not require visas for tourist, business, or flight crew trips of 90 days or less. Visas are required for U.S. citizens on official government trips; contact Chicago@g3visas.com to request instructions.
- These instructions are applicable for residents of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
- The Consulate is required to wait for visa approval from authorities in Chile for all visa requests. Visa processing times listed on the following page are in addition to the time required for the consulate to receive visa approval from Chile. The visa approval process typically takes 3-4 weeks; visa processing time begins once the approval is received.
- All travelers are required to pick up their visas in person from the Consulate of Chile in Chicago. You will be contacted when your visa is complete and ready to be picked up.

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
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
 CHILE**

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 3-5 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Single Entry	<input type="checkbox"/> \$63.00	<input type="checkbox"/> \$63.00	<input type="checkbox"/> \$63.00
Multiple Entry	<input type="checkbox"/> \$63.00	<input type="checkbox"/> \$63.00	<input type="checkbox"/> \$63.00

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, 11 East Adams Street, Suite 1605, Chicago, IL 60603
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 11 East Adams Street, Suite 1605
 Chicago, IL 60603
 800.830.8472 | Chicago@g3visas.com

**CHICAGO
CHILE**

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#:

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:

ASSOCIATE NAME:

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

FOR OFFICE USE ONLY



CONSULATE GENERAL OF CHILE IN CHICAGO

TOURIST / BUSINESS VISA APPLICATION

Please TYPE or PRINT clearly • Complete all fields don't leave blank spaces. Missing or incomplete information will delay the processing of your application • Write 'N/A' for fields that don't apply to your case.

USO OFICIAL	
Visa	_____
Estadia	_____
Consulta	SI NO
SAC No.	_____

PAGE 1 OF 3

Type of Visa* <input type="checkbox"/> Single Entry Visa <input type="checkbox"/> Multiple Entry Visa	Purpose* <input type="checkbox"/> TOURISM <input type="checkbox"/> BUSINESS	* Indicates required field
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A P P L I C A N T I N F O R M A T I O N

Last Name (s) as appear on passport*		Name (s) as appears on passport*		Nationality (indicated on passport)*	
Sex* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		Marital Status* <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED / SEPARATED <input type="checkbox"/> WIDOW		Date of Birth (DD/MM/YYYY)*	
Current Address (Number, Street, City, State and Zip Code) Do not use P.O. Boxes and do not abbreviate any names*					
Home Phone Number*		Cell Phone Number*		E-mail Address* (This address will be used to provide Visa status updates)	
Education - Indicate highest level attained* <input type="checkbox"/> Primary / Elementary <input type="checkbox"/> Secondary / High School <input type="checkbox"/> College / University			Occupation / Profession*		
Physical Description*			If you have children	If Married	
Hair Color	Eye Color	Complexion	Height in CM	How many?	Name of Spouse
Father's Full Name*				Nationality*	
Mother's Full Name* (Please indicate mother's FULL name before marriage)				Nationality*	

P A S S P O R T I N F O R M A T I O N

City and State of Birth*		Country of Birth*		Nationality (if different from Country of birth)	
Passport Number*		Date Passport was Issued*(DD/MM/YYYY)		Passport Expiration*(DD/MM/YYYY)	
				Are you a US Citizen?* <input type="checkbox"/> YES <input type="checkbox"/> NO	
If not a US Citizen* <input type="checkbox"/> Permanent Resident (Submit copy of Resident Card)			TRAVEL INFORMATION*		
Indicate type of US Visa you hold		Visa Expiration Date		Proposed Date of Departure from US*	
				Length of Proposed Stay in Chile* Days	

E M P L O Y M E N T I N F O R M A T I O N

Applicant's Employer in the US*		City & State*		Phone Number*		Applicant's Position / Title*	
Contact Person*		Service / Product employer offers				Time employed with Company	

T R I P I N F O R M A T I O N

Briefly describe the purpose of your trip*							
Place of Activity in Chile*		Address*		City*		Phone Number*	
Contact Person in Chile*		Phone Number*		Relationship* (Business / Professional/ Personal)			



CONSULATE GENERAL OF CHILE IN CHICAGO

TOURIST / BUSINESS VISA APPLICATION

Continuation - Page 2 - Tourist / Business Visa Application

LODGING

Please indicate type of lodging <input type="checkbox"/> HOTEL <input type="checkbox"/> RESIDENTIAL LOCATION If Residential, indicate your relationship to the host:			
Hotel / Host*	Address*	City*	Phone Number*

VISAS TO CHILE

Have you applied for a Visa before* <input type="checkbox"/> YES <input type="checkbox"/> NO	When did you apply last?* (Month/Year)	Where did you apply?* (City)	Did you enter CHILE?* <input type="checkbox"/> YES <input type="checkbox"/> NO
When did you last enter CHILE?*	Length of Permanence?* (Days)	Reason?* (Business / Tourism)	

Do you have any family members in CHILE? *	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Specify: <input type="checkbox"/> SPOUSE <input type="checkbox"/> FIANCE <input type="checkbox"/> FIANCEES BROTHERS-SISTERS <input type="checkbox"/> FATHER / MOTHER <input type="checkbox"/> OTHER _____

List the countries where you have lived for more than 6 months in the last 5 years beginning with the most recent. *

AFFIDAVIT. I declare that I am aware that during my stay in CHILE I may not carry out lucrative activities nor intervene in CHILE's policy or in acts against its Political Constitution or the Law, Decrees or any other provisions applicable in its territory. I promise during my stay in CHILE as a tourist not to apply for a change of status. I further declare that all the particulars contained in this application are true.

Applicant's Signature

Date

•Early application submission can be done no more than 90 days before scheduled travel date. • Late application submission can be done no later than 15 business days before scheduled travel date. Late submission of application will affect processing time.

The Consulate General of Chile will not be responsible if applicant misses a travel date due to processing times when the Visa was submitted late or too early for processing.

Application Form and Visa Requirements must be mailed to: Consulate General of Chile • 1415 N. Dayton Street, 2nd Floor • Chicago, Illinois 60642
If you have questions about this form ,Visas or requirements and fees to apply please send an e-mail to: consular@cgchicago.com



CONSULATE GENERAL OF CHILE IN CHICAGO

TOURIST / BUSINESS VISA APPLICATION

Instructions to complete this application.

Please **TYPE or PRINT** the Visa Application clearly • Complete every field and do not leave blank spaces. Missing or incomplete information will delay the processing of your application • Write '**N/A**' for fields that don't apply to your Visa Application.

TYPE OF VISA: For this section please check only the option for the type of Visa you are requesting.

PURPOSE: For this section please check only the option that indicates the purpose of your trip.

APPLICANT INFORMATION

For this section please complete all the requested details with your personal information **just as they appear on your passport.**

DATE OF BIRTH: For this section please use the following format (day - month - year) DD/MM/YYYY

CURRENT ADDRESS: For this section please indicate Number, Street, City, State, and Zip code. **A PO Box address is not acceptable.**

EMAIL ADDRESS: For this section make sure to use a valid e-mail address. This email address will be used to inform you the status of the Visa Application. You may need to add our address (consular@cgchicago.com) in your contacts to make sure you receive all our communications.

PHYSICAL DESCRIPTION: For this section please provide a description of your appearance as accurately as possible. For the Height detail please indicate your height in Centimeters (1in = 2.54cm), please round up to the nearest decimal.

PASSPORT INFORMATION

For this section please complete all the requested details with your personal information **just as they appear on your passport.**

US CITIZEN: For this section, if you are not a US Citizen please indicate whether you are a Permanent Resident, or indicate the type of Visa you currently hold in the US. If you are not a US Citizen you must submit a copy of either your US Resident Card or current valid US VISA accordingly.

TRAVEL INFORMATION: For this section please indicate your **Proposed Date of Departure from the US**, this questions refers to the date on which you will be leaving the US to your next destination even if CHILE is not your next destination.

LENGTH OF PROPOSED STAY IN CHILE: For this section please indicate how many days you plan on staying in CHILE.

EMPLOYMENT INFORMATION

For this section please provide the information of your employer in the US if you are currently employed. If you are not employed mark "N/A".

TRIP INFORMATION

For this section write a brief description of the purpose of the trip.

PLACE OF ACTIVITY

This section must be completed with the information of where you will be performing your main activity in Chile. **For Business Visas** applicant must provide the information of the business or institution they will be visiting or contacting in Chile. **For Tourist Visas**, there are two options: applicant may skip this part if they are staying at a HOTEL or RESIDENTIAL location and provide the information under section **LODGING** of where they will be staying in Chile; whether this is a Hotel or if applicant is staying at a Residential location, applicant must provide the name of the host. If applicant is staying at a Residential location the applicant must provide a Letter of Invitation from the host in Chile. All applicants must provide a Contact Person in Chile.

LODGING: For this section **Tourist Visa** applicants must provide the information of the Hotel or Residential location where the applicant will be lodging during their stay in Chile.

VISAS TO CHILE: For this section please provide the information requested to the best of your knowledge.

FAMILY MEMBERS IN CHILE: For this section please specify if you have any family members living in CHILE who are Chilean or live in Chile as Permanent Residents or on a Visa.

COUNTRIES WHERE YOU HAVE LIVED FOR MORE THAN 6 MONTHS: For this section applicant must list the countries where s/he has lived for over 6 months, including the year, for the last 5 years. Countries must be listed by year.

Application documents should be sent by secured mail to the Consulate General of Chile office's at: **Consulate General of Chile**
1415 North Dayton Street, 2nd Floor, Chicago, Illinois 60642

For additional information or questions about this form, Visas, requirements and/or fees, please send an e-mail to: consular@cgchicago.com



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