



### STEP ONE: G3 Prepares Your Colombia Visa Application

Due to the complexity of the online Colombian Visa Application, all applicants are required to use G3's Concierge Service to have a G3 associate complete the online application. Email the following documents to [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com):

- Completed Colombia Visa Questionnaire (attached). You may save your answers on this file and email directly to G3. All questions must be answered in full in order for G3 to complete your application accurately.
- Passport scans: a scan of the information/photo page and of two blank pages marked "Visas" in your valid signed passport.
- A color scan of the passport-style photo that will be affixed to your visa application form (2"x2" with a white background).
- Your completed Visa Order Form (attached).
- If you have previously visited Colombia, send a scan of all your previous Colombia visas and entry/exit stamps.

G3 will email you a PDF of your completed application to print and sign, as well as a pre-paid FedEx airbill to send your documents to G3. Please allow 3 business days for your application to be completed after G3 has received all information. Rush service is available.

### STEP TWO: Send the Following Documents to G3

- 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.
- Two visa application forms (sent to you by G3) signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. The applications must be notarized.
- One completed, signed and notarized Limited Power of Attorney (attached). Page 2 is for G3 use only and should be left blank except for the applicant's initials on the bottom of the page.
- Three identical passport-style (2"x2") photograph 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.
- Non-US citizens must also 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/>.

### BUSINESS TRAVELERS (signing legal documents, establishing a business) 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. The letter must be submitted in both English and Spanish and must be notarized and certified with an Apostille.
- An original Certificate of Corporate Existence issued by the state in which the applicant's company was incorporated. The certificate must have been issued within the last six months and be certified with an Apostille.
- A letter of invitation from the company to be visited in Colombia. 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.

### BUSINESS/TEMPORARY VISITOR TRAVELERS (attending meetings or conferences) must also include:

- An original business letter from the U.S. or Colombian company. This letter must state the applicant's name and position, explain the purpose of the trip, and provide a financial guarantee for all travel expenses. It must be on letterhead and signed by a representative of the company other than the applicant. If the letter is provided by the U.S. company, it must be submitted in both English and Spanish, and it must be notarized and certified with an Apostille. If the letter is from the Colombian company, it must be notarized in Colombia and have an Apostille from the Legalization office of the Ministry of Foreign Affairs in Bogotá, Colombia.
- Copy of a bank statements for the last three months. Account numbers may be blacked out for privacy; do not obscure any other information.



*There is No Substitute for Experience.*

### Concierge Service

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto: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](mailto: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

- U.S. Citizens do not require visas for tourist or flight crew visits of less than 45 days.
- U.S. Citizens do not require visas for business visits of less than 45 days if the visit will consist of business meetings only. If you will sign legal documents, go to court, or engage in any other official business, you must apply for a business visa.
- Business visa requests require that certain documents be certified with an Apostille. An Apostille certifies your notarized documents as valid for international use. G3 can handle this process; contact [Documents@G3visas.com](mailto:Documents@G3visas.com) for more information.

### 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](http://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  
**COLOMBIA**

*There is No Substitute for Experience.*

**Concierge Service (Required)**

<input type="checkbox"/> Concierge Service Application Completed and Emailed Within 3 Business Days	\$225.00	<input type="checkbox"/> RUSH Concierge Service Application Completed and Emailed Next Business Day	\$325.00
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**Consular Fees for Visa Processing**

Visa Type	Mission Critical 5 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Tourist	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00
Business	<input type="checkbox"/> \$425.00	<input type="checkbox"/> \$425.00	<input type="checkbox"/> \$425.00
Flight Crew	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00

**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](http://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  
**COLOMBIA**

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 Required**

- Concierge Service, \$225.00**  
Application Completed in 3 Business Days
- Rush Concierge Service, \$325.00**  
Application Completed in 1 Business Day

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

	FEE	# Travelers	TOTAL
Concierge 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:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:





# VISA QUESTIONNAIRE COLOMBIA

## YOUR CONTACT INFORMATION:

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

*Please fill in your home address as listed on your driver's license. Do not list a P.O. Box address.*

Name of Employer or School: \_\_\_\_\_

Your Position: \_\_\_\_\_

## YOUR TRAVEL IN COLOMBIA:

Description of Activity or Occupation to be undertaken in Colombia (e.g., business meetings): \_\_\_\_\_

Colombian Cities to be Visited: \_\_\_\_\_

Contact in Colombia (Hotel or private host for tourists, business contact for business travelers/flight crew):

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

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

Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

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

Alternate Telephone: \_\_\_\_\_

Have you visited Colombia in the past?  No  Yes (If Yes, please provide details of your past trips [dates, reason for travel, and address of stay] AND include a copy of your previous Colombian visas and/or entry & exit stamps):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been refused a Colombian visa?  Yes  No

Have you ever had a Colombian visa cancelled?  Yes  No

Have you ever been deported from Colombia?  Yes  No

*If you answered yes to any of the above, please provide details:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

visa questionnaire



# VISA QUESTIONNAIRE COLOMBIA

## RELATIVES IN COLOMBIA:

Do any of your relatives currently live in Colombia?

No

Yes (please complete table below)

Full Name	Address	Date of Birth			Relationship to You
		Day	Month	Year	

VisaQuestionnaire

# LIMITED POWER OF ATTORNEY

THIS LIMITED POWER OF ATTORNEY is given by \_\_\_\_\_

(hereinafter "Principal"), an individual residing in the County of \_\_\_\_\_, State of \_\_\_\_\_,

Address of \_\_\_\_\_, Zip code \_\_\_\_\_.

I, the undersigned, do hereby appoint G3 Global Services, LLC, 919 18th Street, Suite 230, Washington, DC 20006, to be my true and lawful ATTORNEY-IN-FACT (hereinafter "Agent") with the following limited powers:

To represent me (Principal) in all matters related to the processing of my visa for Colombia, including submitting my application, discussing the status of my visa request, and retrieving my passport and visa upon completion.

I authorize my Agent to execute, acknowledge, and deliver any instrument and do all things necessary to carry out the intent hereof, hereby granting to my Agent full power and authority to act in and concerning the premises as fully and effectually as I may do if present, provided, however that all business transacted by my Agent hereunder shall be transacted in my name, and that all endorsements and instruments executed by my Agent for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my Agent, and the designation "Attorney-in-Fact."

The effective date of this Power of Attorney is \_\_\_\_\_.

My Agent shall not be liable for any loss that results from a judgment error that was made in good faith. However, my Agent shall be liable for willful misconduct or the failure to act in good faith while acting under the authority of this Power of Attorney. I authorize my Agent to bring suit against any third party that fails or refuses to honor this Power of Attorney. I authorize my Agent to indemnify and hold harmless any third party who accepts and acts under this Power of Attorney.

My Agent shall be entitled to reimbursement of all reasonable expenses incurred in connection with this Power of Attorney, be entitled to reasonable compensation on account of the services performed hereunder. My Agent shall provide an accounting for all funds handled and all acts performed as my Agent, if I so request or if such a request is made by any authorized personal representative or fiduciary acting on my behalf.

This Power of Attorney may be revoked by me at any time by written notice to my Agent. This Power of Attorney shall automatically be revoked upon my death.

IN WITNESS WHEREOF, I have executed this Power of Attorney on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
PRINTED NAME OF PRINCIPAL

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

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

=====  
(THIS AREA FOR NOTARY PUBLIC)



# ACCEPTANCE OF APPOINTMENT AS ATTORNEY-IN-FACT

NOTICE TO PERSON ACCEPTING THE APPOINTMENT AS ATTORNEY-IN-FACT:

BY ACTING OR ACCEPTING THIS APPOINTMENT AS THE AGENT (ATTORNEY-IN-FACT) UNDER THIS POWER OF ATTORNEY, YOU ASSUME THE FIDUCIARY AND OTHER LEGAL RESPONSIBILITIES OF AN AGENT. These responsibilities include:

1. The legal duty to act solely in the interest of the Principal and to avoid conflicts of interest.
2. The legal duty to keep the Principal's property separate and distinct from any other property owned or controlled by you. You may not transfer the Principal's property to yourself without a full and adequate consideration, or accept a gift of the Principal's property, unless this Power of Attorney specifically authorizes you to transfer property to yourself or accept a gift of the Principal's property. If you transfer the Principal's property to yourself or accept a gift of the Principal's property without specific authorization in the Power of Attorney, you may be prosecuted for fraud and/or embezzlement and/or elder abuse. In addition to criminal prosecution, you may also be sued in civil court.

I have read the foregoing notice, and I understand and accept the legal and fiduciary duties that I assume by acting or agreeing to act as the Attorney-in-Fact under the terms of this Power of Attorney.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AGENT

\_\_\_\_\_  
PRINTED NAME OF AGENT Associate, G3 Global Services, LLC



## 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