



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 Cote d'Ivoire. 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:

- Copy of hotel reservations, or a notarized letter of invitation from a private host in Cote d'Ivoire.

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/>.

**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.

Visa Requirements



VISA NOTES

- Visas for US citizens are typically issued for multiple entries.
- Non-US citizens may be subject to increased consular fees and processing times.

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.
- 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.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).
- 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.

Special Services: ITAS & CLS

**G3's International Travel Application Service (ITAS) adds the following benefits:**

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Questionnaires can be requested by contacting [ITAS@g3visas.com](mailto:ITAS@g3visas.com).

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

**G3's Concierge Level Service (CLS) adds the following benefits:**

You may utilize our dedicated Concierge email, [CLS@g3visas.com](mailto:CLS@g3visas.com), for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

ITAS, as described above, may be requested at no additional charge.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office. (Additional shipping fees will apply.)

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

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.

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 to confirm you have received it.

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

*Additional service fees apply to ITAS and CLS requests.*



VISAS  
& PASSPORTS

WASHINGTON, DC  
**COTE D'IVOIRE**

Applicable Fees

Consular Fees for Visa Processing			
Visa Type	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Tourist	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$155.00
Business	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$155.00
Flight Crew	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$155.00
G3 Service Fees			
Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Special Services			
<input type="checkbox"/> Concierge Level Service (CLS) \$95.00		<input type="checkbox"/> International Travel Application Service (ITAS) \$35.00	
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
<i>*These services may not be available for all delivery locations.</i>			

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

**G3 Visas & Passports, Attn: Visa Department**, 3300 North Fairfax Drive, Suite 220, Arlington, VA 22201  
703.276.8472 Phone | 888.883.8472 Toll Free | 703.524.3374 Fax | WashingtonDC@g3visas.com

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



Send to: G3 Visas & Passports  
 Attn: Visa Department  
 3300 North Fairfax Drive, Suite 220  
 Arlington, VA 22201  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**COTE D'IVOIRE**

VisaOrderForm

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

Traveler Names			
1		3	
2		4	

Visa Service	
Visa Type: <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Flight Crew <input type="checkbox"/> Other _____	Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited

Travel Details	
Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:
G3 Customer Number:	<input type="checkbox"/> N/A

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																																					
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Approved Billing Terms																																					
Billing, P.O., Project or Reference Code# <input type="text"/>																																					
<b>For Payment Via Credit Card:</b>																																					
Visa/MasterCard: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>																																					
Exp. Date: ___ / ___ Security Code: <input type="text"/>																																					
OR																																					
American Express: <input type="text"/> - <input type="text"/> - <input type="text"/>																																					
Exp. Date: ___ / ___ Security Code: <input type="text"/>																																					
Name as it appears on the card: <input type="text"/>																																					
Billing Address: <input type="text"/>																																					
City: <input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>																																				
Signature: _____																																					
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**AMBASSADE DE COTE D'IVOIRE  
AUX ETATS-UNIS D'AMERIQUE  
Section Consulaire de:**

Nom: \_\_\_\_\_

(En capitales)  
Family name (Print)

Née: \_\_\_\_\_

(Nom de jeune fille)  
Maiden Name

Prénoms: \_\_\_\_\_

(En minuscules)  
First and middle names

**DEMANDE POUR UN VISA  
DE UN JOUR A TROIS MOIS**

à remplir très lisiblement  
To be legibly filled out

Né le \_\_\_\_\_ à \_\_\_\_\_  
(Date of Birth) (Place of Birth)

Nationalité (nationality) { d'origine: (of origin) \_\_\_\_\_  
actuelle: (present) \_\_\_\_\_  
naturalisé le (naturalised on (date)) \_\_\_\_\_

Situation de famille: \_\_\_\_\_ Enfants: Nombre: \_\_\_\_\_ âge: \_\_\_\_\_  
(Family status (single, married, divorced, etc.)) (Children: number) (age)

Domicile habituel: \_\_\_\_\_  
(permanent residence)

Résidence actuelle: (Adresse exacte) \_\_\_\_\_  
(Present residence (exact address))

Profession: \_\_\_\_\_ Téléphone: \_\_\_\_\_  
(Occupation) (Phone No.)

Situation militaire: \_\_\_\_\_  
(Military status)

Nature et durée du visa sollicité:  
(La cadre ci-contre doit être rempli par le demandeur qui rayera les mentions inutiles.)

Nature and length of visa requested:  
(This box must be filled in by applicant who will cross out the lines not pertaining to his application.)

Séjour de: \_\_\_\_\_  
Duration of Stay: \_\_\_\_\_

N° \_\_\_\_\_  
Photographie  
Photograph  
Passeport n° \_\_\_\_\_  
(Passport #)  
délivré le \_\_\_\_\_  
(Date of issue)  
par \_\_\_\_\_  
(Place of Issue)  
valable jusqu'au \_\_\_\_\_  
(Valid Until)  
Carte d'identité  
(Card of identity)  
Nature: \_\_\_\_\_  
n° \_\_\_\_\_  
(#)  
délivrée le \_\_\_\_\_  
(Date of issue)  
par \_\_\_\_\_  
(by whom)  
valable jusqu'au \_\_\_\_\_  
(date of expiration)

MOTIFS détaillés du voyage: \_\_\_\_\_  
Reasons for traveling (in detail)

Avez-vous déjà habité la Côte d'Ivoire pendant plus de trois mois sans interruption? \_\_\_\_\_  
Have you already made an uninterrupted stay of more than three months in Ivory Coast?

Précisez à quelle date: \_\_\_\_\_  
Give exact date

Indiquez avec précision les noms et les adresses (rue et n°) des commerçants ou des industriels que vous désirez rencontrer s'il s'agit d'un voyage d'affaires: \_\_\_\_\_  
Give exact names and addresses (street and no.) of businessmen or manufacturers you wish to see if this is a business trip

Attaches familiales en Côte d'Ivoire (Adresses *exactes*: rue et n° \_\_\_\_\_  
Arr relatives in Ivory Coast (exact addresses: street and no.) \_\_\_\_\_

Références en Côte d'Ivoire (Nom et adresse): \_\_\_\_\_  
References in Ivory Coast (exact name and address) \_\_\_\_\_

Références aux Etats-Unis: (Adresses *exactes*, rue et n°) \_\_\_\_\_  
References in U.S.A.: (exact addresses: street and no.) \_\_\_\_\_

Indication précise du lieu d'entrée en Côte d'Ivoire? \_\_\_\_\_ Date \_\_\_\_\_  
Specify place of arrival in Ivory Coast

Indication de vos adresses *exactes* (rue et numéro) en Côte d'Ivoire pendant que vous y séjournerez: \_\_\_\_\_  
Specify your correct address (street and no.) during your stay in the Ivory Coast.

Comptez-vous installer en Côte d'Ivoire un commerce ou une industrie? \_\_\_\_\_  
Do you intend to establish a business or industry in Ivory Coast?

Où comptez-vous vous rendre en sortant de Côte d'Ivoire? \_\_\_\_\_  
Where do you expect to go when leaving Ivory Coast?

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

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

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 A L'AVENIR.

My signature renders me responsible, and in case of any false statements, in addition to any penalties imposed by law, I understand that I may be refused any Ivory Coast visa in the future.

A \_\_\_\_\_, le \_\_\_\_\_ 19\_\_\_\_  
At: \_\_\_\_\_, the (date)

Signature:  
(signature of passport holder)

POUR L'USAGE DU BUREAU SEULEMENT  
For office use only

REPUBLIQUE DE CÔTE D'IVOIRE,  
AMBASSADE DE CÔTE D'IVOIRE,  
SECTION CONSULAIRE DE WASHINGTON

NOM \_\_\_\_\_  
PRÉNOMS \_\_\_\_\_  
NO. VISA \_\_\_\_\_  
NATURE DU VISA \_\_\_\_\_  
VALABLE POUR \_\_\_\_\_ VOYAGE \_\_\_\_\_  
UTILISABLE JUSQU' AU \_\_\_\_\_  
POUR UN SÉJOUR DE \_\_\_\_\_  
A COMPTER DE \_\_\_\_\_

AVIS IMPORTANT

IL EST INTERDIT AU TITULAIRE DU PRÉSENT  
VISA DE S'INSTALLER EN RÉPUBLIQUE DE  
CÔTE D'IVOIRE OU D'Y EXERCER UNE  
ACTIVITÉ AUTRE QUE CELLE QU'IL A  
DÉCLARÉ Y VENIR EXERCER.  
WASHINGTON, LE \_\_\_\_\_

F. L'AMBASSADEUR P.O.



VISAS  
& PASSPORTS

## Sample Business Letter From U.S. Company

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

June 1, 2013

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 3 through August 17 *(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

*(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



VISAS  
& PASSPORTS

## Sample Business Invitation Letter from Overseas Company

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

June 1, 2013

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 3 through August 17 *(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

*(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





VISAS  
& PASSPORTS

## Sample Business Letter for Flight Crew

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

June 1, 2013

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 Cole

Date of Arrival #1: July 13, 2013      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2013      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



VISAS  
& PASSPORTS

## Sample Flight Crew Invitation Letter from Overseas Company

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

June 1, 2013

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 Cole

They will be in *(country)* from July 13 to July 20, 2013. 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