



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 also include a copy of the 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/>.
- Three 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.
- Three 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.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure other information.

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.

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

- US citizens and citizens of Canada, Australia, United Kingdom and a number of other nations do not require visas to enter Guyana.

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.
- 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.

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, 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.



Applicable Fees

| Consular Fees for Visa Processing | | | |
|---|-----------------------------------|--|----------------------------------|
| Visa Type | Mission Critical 5 Business Days | Priority 7 Business Days | Expedited 10 Business Days |
| Tourist | <input type="checkbox"/> \$35.00 | <input type="checkbox"/> \$35.00 | <input type="checkbox"/> \$35.00 |
| Business Single Entry | <input type="checkbox"/> \$45.00 | <input type="checkbox"/> \$45.00 | <input type="checkbox"/> \$45.00 |
| Business Multiple Entry, Valid 3 Months | <input type="checkbox"/> \$55.00 | <input type="checkbox"/> \$55.00 | <input type="checkbox"/> \$55.00 |
| Business Multiple Entry, Valid 1 Year | <input type="checkbox"/> \$80.00 | <input type="checkbox"/> \$80.00 | <input type="checkbox"/> \$80.00 |
| 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



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
GUYANA

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"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Payment Via Credit Card: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="4">Total Fees from Applicable Fees Page</th> </tr> <tr> <th>FEE</th> <th># Travelers</th> <th colspan="2">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Consular Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>=</td> <td><input type="text"/></td> </tr> <tr> <td>G3 Service Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>=</td> <td><input type="text"/></td> </tr> <tr> <td>CLS/ITAS Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>=</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Return Delivery Fee</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Subtotal</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Add 5% for credit card convenience fee</td> <td></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Total Payment Enclosed</td> <td></td> <td><input type="text"/></td> </tr> </tbody> </table> | | Total Fees from Applicable Fees Page | | | | FEE | # Travelers | TOTAL | | 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"/> | CLS/ITAS 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"/> |
| Total Fees from Applicable Fees Page | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEE | # Travelers | TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLS/ITAS 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"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



VISA APPLICATION FORM

Section I – General Information

Complete form in **BLOCK** letters
If area is inapplicable, please place **N.A**
(Form to be prepared in triplicate)

Attach one(1) Passport Size Photo here:



1. First Name: _____ Last Name: _____ Other Names: _____

2. Former Names: _____

| | | | |
|---|-------------------------------------|--------------------|----------------------|
| 3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | 4. Date of Birth: YYYY/MM/DD | 5. Place of Birth: | 6. Country of Birth: |
|---|-------------------------------------|--------------------|----------------------|

| | |
|-----------------|--|
| 7. Nationality: | 8. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Common Law |
|-----------------|--|

9. Hair Colour: _____ 10. Eye Colour: _____

11. Present Address: _____

12(a). Name of person with whom you will stay in Guyana: _____

12(b). Relationship to person with whom you will stay in Guyana: _____

12(c) Address of your Host in Guyana: _____

13. Telephone Number: _____ 14. Occupation: _____

| | | |
|----------------------|---------------------|------------------------------------|
| 15. Passport Number: | 16. Place of Issue: | 17. Valid Until: YYYY/MM/DD |
|----------------------|---------------------|------------------------------------|

| | |
|-----------------------|---|
| 18. Purpose of Visit: | 19. Duration of Stay: (YYYY/MM/DD) From: ___/___/___ To: ___/___/___ |
|-----------------------|---|

20. Type of Visa Required:

 Single Entry Multiple Entry

| Section II – Additional information for Student Application. | |
|--|--|
| 21. Name of Educational Institution: | 22. Telephone number: |
| | Email Address: |
| 23. Address of Educational Institution: | |
| 24. Area of Study: | 25. Duration of Study: (YYYY/MM/DD) From: ____/____/____ To: ____/____/____ |
| Section III – Additional information for Business Application. | |
| 26. Name of Local Business /Organization: | 27. Telephone number: |
| 28. Address of Local Business /Organization: | |
| 29. Period of employment/ visit: (YYYY/MM/DD) From: ____/____/____ To: ____/____/____ | |
| 30. Name of Local Contact Person: | 31. Intended Position or Vacancy: |
| Section IV – Additional information for Tourist/ Visitors Application. | |
| 32. Name of local contact: | 33. Address of local contact: |
| 34. Local address where you will be staying if differs: | |
| 35. Telephone Number: | |

• **References in Guyana:**

Name: _____

Address: _____

Telephone #: _____

Name: _____

Address: _____

Telephone #: _____

Email Address: _____

• Have you ever applied for a Guyana Visa before? If yes:

(a) Where?

(b) When?

(c) Type.

(d) Was Visa issued

Declaration:

I certify that I have read and understood all the above questions and the answers I have given on this form are true and correct to the best of my knowledge and belief. I understand the possession of a Visa does not entitle the bearer to enter Guyana at port of entry if he/she is found inadmissible.

Signature of Applicant

Date of Application:

Note:

Failure to disclose the true purpose of a Visa application or the submission of false information will result in refusal of entry or expulsion from Guyana.

Additional information on Dependants Accompanying Applicant

| | 1st Dependant | 2nd Dependant | 3rd Dependant |
|------------------|---------------------------------|---------------------------------|---------------------------------|
| Surname: | | | |
| First Name: | | | |
| Other Names: | | | |
| Relationship: | | | |
| Sex: | | | |
| Date of Birth: | | | |
| Place of Birth: | | | |
| Nationality: | | | |
| Passport Number: | | | |
| Valid Until: | | | |
| Marital Status: | | | |



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 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