



STEP ONE: G3 Prepares Your Indonesia Visa Application

Due to the complexity of the online Indonesia 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 Houston@g3visas.com.

- Completed Indonesia 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.
- A scan of the information/photo page of your valid signed passport.
- A passport-style photograph (digital photograph or scan). JPG format is preferred.
- Copy of flight itinerary.

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.

STEP TWO: Send the Following Documents 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 provide 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/>.
- Two visa application forms (sent to you by G3), printed and signed with pen-to-paper signatures in blue or black ink.
- Two identical passport-style (2"x2") photographs; must be the same photograph submitted in Step One.
- Copy of flight itinerary, showing the departure from the US, entry to Indonesia, departure from Indonesia, and US return.
- Copy of state-issued driver's license or ID.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from the U.S. company addressed to "Consulate General of Indonesia, Houston, TX" explaining the purpose of the trip and providing a financial guarantee. The letter must specify the visa duration and number of entries requested. The letter must be on company letterhead and must bear the original pen-to-paper signature of a representative of the company other than the applicant. Sample letters are attached.
- A letter of invitation from the Indonesian company to be visited, addressed to "Consulate General of Indonesia, Houston, TX." 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, telephone number and email for a contact person at the overseas company. Faxed or scanned copies are accepted. Sample letters are attached.

TOURIST TRAVELERS must also include:

- A copy of the applicant's most recent bank statement(s), showing a minimum of \$2,000 on deposit. Account numbers may be blacked out for privacy; do not obscure any other information.
- A letter from the employer stating that the applicant will be returning to work after the trip to Indonesia. Students should submit a letter from from their school stating that the student is still enrolled at the school and intends to return to the school to continue studies after the trip.

SOCIAL VISIT TRAVELERS (cultural exchange or visiting family/friends) must include all requirements for Tourist Travelers and the following:

- A letter of invitation (two copies) from the Indonesian host or organization to be visited, addressed to "Consulate General of Indonesia, Houston, TX." The letter must be describe the purpose of the visit and guarantee all of the applicant's expenses, and should include the applicant's name and the name, address, telephone number and email for the host or contact person. Faxed or scanned copies are accepted.
- A copy of the Indonesian identification of the person who signed the invitation letter: the K.T.P. card for Indonesian citizens, or the KIMS, KITAS, or Foriegner Identification Card for non-Indonesian citizens.

MINORS UNDER AGE 18 must also include:

- A notarized copy of the applicant's birth certificate, showing both parents' names.



There is No Substitute for Experience.

Concierge Service \$175.00 *Required*

G3's Concierge Service includes the following benefits:

Document Review: Email 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 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

- These instructions are applicable for residents of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, Oklahoma, Puerto Rico, Tennessee, Texas, and the US Virgin Islands.
- Citizens of 45 countries, including the US, Canada, and United Kingdom, are eligible to receive a visa on arrival valid for a short visit of 30 days or less.
- Multiple entry visas are available to Business and Flight Crew applicants only. Travelers must have obtained approval from the Indonesian Ministry of Foreign Affairs for multiple entry requests, and must have been issued a previous Indonesia visa. The first entry to Indonesia must be within 90 days of the day the multiple entry visa is issued.
- Non-US citizens may require visa approval from immigration authorities in Jakarta; please check with G3 to confirm if approval is required for your nationality. If approval is required, visa processing times will be extended by several weeks.

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
 2425 West Loop South, Suite 310
 Houston, TX 77027
 866.945.8472 | Houston@g3visas.com

**HOUSTON
INDONESIA**

There is No Substitute for Experience.

Concierge Service \$175.00 *Required*

Consular Fees for Visa Processing

Visa Type	Mission Critical 5 Business Days	Priority 7 Business Days	Expedited 12 Business Days
Single Entry	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00
Multiple Entry** Business/Flight Crew Only	<input type="checkbox"/> \$115.00	<input type="checkbox"/> \$115.00	<input type="checkbox"/> \$115.00

G3 Service Fees

Tourist/Social Visit	<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

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

**These services may not be available for all delivery locations.*

***Multiple entry visas are available only with approval from Indonesia. Travelers must have had a previous Indonesia visa.*

Send Completed Order Form and All Required Documents To:

G3 Global Services, Attn: Visa Department, 2425 West Loop South, Suite 310, Houston, TX 77027

713.574.1731 Phone | 866.945.8472 Toll Free | 866.611.6960 Fax | Houston@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 2425 West Loop South, Suite 310
 Houston, TX 77027
 866.945.8472 | Houston@g3visas.com

**HOUSTON
INDONESIA**

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

The personal touch.

ConciergeDesk@g3visas.com

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

FEE	# Travelers	TOTAL
Concierge 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"/>
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 INDONESIA

Email the following to Houston@g3visas.com

- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid passport.
- A passport-style photo (digital photo or scan), JPG format preferred.
- Your completed Visa Order Form.
- A copy of your flight itinerary.

These items may also be sent to G3 via fax or postal mail.

This document is for G3 use only and is not the official visa application.

YOUR VISIT TO INDONESIA:

Purpose of Visit: Business Tourist
 Flight Crew Family Visit
 Other: _____

Specific Purpose of Visit (i.e. business meetings, tour group, etc.): _____

Length of Stay in Indonesia: _____

Number of Entries: Single Multiple (*Business/Flight Crew only, with official approval*)

Date of Entry: ____/____/____ Airline Name: _____ Flight Number: _____
Day Month Year

Port of Entry: Jakarta - Soekarno-Hatta International Airport
 Denpasar, Bali - Ngurah Rai International Airport
 Surabaya, East Java - Juanda International Airport
 Other: _____

Date of Departure: ____/____/____ Airline Name: _____ Flight Number: _____
Day Month Year

Port of Departure: Jakarta - Soekarno-Hatta International Airport
 Denpasar, Bali - Ngurah Rai International Airport
 Surabaya, East Java - Juanda International Airport
 Other: _____

Address in Indonesia:

Name of Hotel, if applicable: _____

Address: _____

City: _____ Province: _____ Zip Code: _____

Telephone: _____

Contact or Sponsor in Indonesia (*not needed for tourists*):

Name of Organization: _____

Contact Person Name: _____ Job Title: _____

Address: _____

City: _____ Province: _____ Zip Code: _____

Telephone: _____

visa questionnaire



VISA QUESTIONNAIRE INDONESIA

YOUR PERSONAL INFORMATION:

First Name: _____

Middle Name: _____

Last Name: _____

Sex: Male Female

Marital Status:
 Married Single (Never Married, Divorced, or Widowed)

Place of Birth: City: _____ State: _____

Country of Birth: USA Other: _____

Date of Birth: ___/___/___
Day Month Year

Country of Citizenship: USA Other: _____

YOUR CONTACT INFORMATION:

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Email: _____

Name of Employer or School: _____

Your Position: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Telephone: _____

YOUR PASSPORT DETAILS:

Type of Passport: Personal/Tourist Official Government Diplomatic

Issuing Authority: US Department of State Other: _____

Passport Number: _____

Date of Issue: ___/___/___
Day Month Year

Date of Expiry: ___/___/___
Day Month Year

visaquestionnaire



VISA QUESTIONNAIRE INDONESIA

MISCELLANEOUS QUESTIONS:

- | | | |
|---|------------------------------|-----------------------------|
| Have you previously visited Indonesia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you hold a passport from any other country (dual citizenship)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been issued an Indonesian visa? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been refused a Indonesian visa? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever had a Indonesian visa cancelled? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been deported from Indonesia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been convicted of a felony? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



Sample Business Letter From U.S. Company

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

June 1, 2016

Consulate General of Indonesia, Houston, TX
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 Indonesia 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
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 Indonesia.

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 1, 2016

Consulate General of Indonesia, Houston, TX
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 Indonesia 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: July 13, 2016 Date of Arrival #2: (*add if applicable*)
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: July 20, 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 1, 2016

Consulate General of Indonesia, Houston, TX
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 Indonesia 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
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 Indonesia.

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 1, 2016

Consulate General of Indonesia, Houston, TX
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 Indonesia 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 Indonesia from July 13 to July 20, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to Indonesia, 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 Indonesia.

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