



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.
- One visa application form (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. Ensure that the entry and exit dates listed on the application are correct and match the dates on the flight itinerary and letter to the Embassy, as the visa will be issued for these precise dates.
- 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 confirmed flight itinerary showing applicant's name.
- An official business or tourist invitation from the host in Kazakhstan. Invitations are not required for US, Canadian or EU citizens who request tourist visas or single entry business visas. US citizens may also request a multiple entry business visa valid for 5 years without an official invitation. If you require an official invitation, G3 can assist in acquiring the official invitation; see details on page three. Contact G3 for additional invitation options. Please note that invitation fees and processing times are in addition to visa processing fees and times.

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 bear the original pen-to-paper signature of a company representative other than the applicant. For 5 year multiple entry requests, the letter must specifically request the 5 year visa duration. A sample letter is attached.

TOURIST TRAVELERS must also include:

- A letter addressed to "Embassy of Kazakhstan" describing the trip, signed by the applicant with a pen-to-paper signature in blue or black ink. A sample letter is attached.

WORK PERMIT APPLICANTS must also include:

- The official work permit invitation issued by regional authorities in Kazakhstan. Faxed or scanned copies are accepted.
- A copy of the permission for foreign labor recruitment, if the employment is not regulated by an international treaty or Republic of Kazakhstan agreement.

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/>.

MINORS UNDER AGE 18 must also include:

- A letter from the applicant's parents addressed to "Embassy of Kazakhstan" describing the trip and requesting that a visa be issued. The letter must be signed by both parents with pen-to-paper signatures in blue or black ink.
- Photocopies of the information/photo page of both parents' passports.
- Copy of the applicant's birth certificate showing both parents' names.

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.

Visa Requirements



There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

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, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Florida, Georgia, Hawaii, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Nebraska, Nevada, New Mexico, North Carolina, Ohio, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Utah, Virginia, and West Virginia.
- From July 15, 2014 to December 31, 2017, citizens of USA, United Kingdom, France, Germany, Italy, Japan, Malaysia, South Korea and the United Arab Emirates will not require visas for stays of up to 15 days.
- Multiple entry tourist, business, and flight crew visas valid for 5 years are available to US citizens only. Applicants requesting 5 year validity must have at least 5 1/2 years validity remaining on their passports.
- The Embassy of Kazakhstan is closed every Wednesday. Wednesdays are not counted as a processing day.

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.
- 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.



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
KAZAKHSTAN

There is No Substitute for Experience.

Concierge Service \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 5 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Single Entry	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Double Entry	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Multiple Entry - 1 Year Business/Flight Crew Only	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Multiple Entry - 5 Years US Citizens Only	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Work Permit	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$195.00

G3 Service Fees

Visa Type	Mission Critical 5 Business Days	Priority 7 Business Days	Expedited 10 Business Days
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
Work Permit	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00

Invitation Fees *Contact G3 for additional invitation options.*

Visa Type	Priority 7 Business Days	Expedited 10 Business Days
Tourist, Single Entry, 30 Days <i>For Travelers Other Than USA, Canada, or EU Citizens</i>	<input type="checkbox"/> \$195.00	<input type="checkbox"/> \$115.00
Business, Multiple Entry, 6 Months	<input type="checkbox"/> \$275.00	N/A
Business, Multiple Entry, 1 Year	<input type="checkbox"/> \$375.00	N/A

Invitation fees and processing times are in addition to visa processing fees and times.

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

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

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

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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 Requested

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"/>
Invitation 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:



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Ескертпе!

Сауалнама баспалық әріптермен толық және ұқыпты түрде толтырылуы тиіс.
Дұрыс толтырылмаған сауалнама кіру визасын беруден бас тартуға себеп болуы мүмкін.

Attention!

Application form should be filled in fully and accurately, in block letters.
Wrong filling of application form can become a cause of refuse in issue of entry visa.

фотосуреті
photo

1. Тегі/Surname(s): _____

2. Аты/First names: _____

3. Өзге де тегі мен аты/Other names and surnames: _____

4. Жынысы/Sex: Ер/Male Әйел/Female

5. Туған күні/Date of birth:
күні/day айы/month жылы/year

6. Туған жері (қала және ел)/Place of birth (city and country): _____

7. Азаматтығы/Nationality: _____

Туған кезіндегі азаматтығы/Nationality by birth: _____

8. Отбасы жағдайы/Marital status:

- бойдақ/single үйленген (күйеуде)/married
 ажырасқан/divorced тұл ер (жесір)/widow(er)

9. Егер үйленген (күйеуде) болсаңыз жұбайыңыздың (зайыбыңыздың) аты-жөнін және азаматтығын көрсетіңіз/If you are married, please, inform your spouse's full name and nationality: _____

10. Тұрақты тұратын мекен-жайы/Your permanent home address: _____
тел/tel. _____

11. Мамандығы және лауазымы/Occupation (educational background and position): _____

12. Жұмыс орны/Place of work: _____
мекен-жайы/address: _____ тел/tel. _____

13. Паспорт түрі/Type of passport:

- дипломаттық/diplomatic қызметтік/service
 ұлттық/ordinary басқа құжат түрі/other type of document

Нөмірі/Number: _____ берілген күні/date of issue: _____ берілген жері/issued by: _____
қолданыс мерзімі/valid till: _____

14. Туған елінен тыс тұратын адамдар үшін: тұратын мемлекетіне қайтуға рұқсаты бар ма?/For person who lives outside of the country of origin: have you got a permission to return to the country of living?: Жоқ/No Бар/Yes

Рұқсаты болған жағдайда, құжат нөмірін және қолданыс мерзімін көрсетіңіз/If yes, please indicate the number of this document and its validity: _____

15. Бұрын Қазақстанда болғансыз ба?/Have you visited the Republic of Kazakhstan before?: Жоқ/No Иә/Yes

Болған жағдайда, бұрынғы сапарларыңыздың күндерін және мақсатын көрсетіңіз/If yes, indicate the date and purpose of the visit(s): _____

16. Сіздің Қазақстан Республикасына келуіңізге бұрын рұқсат берілмеген жағдай болды ма?/Have you ever been refused entry to the Republic of Kazakhstan?: Жоқ/No Иә/Yes. Бас тартылған жағдайда, себептерін жазыңыз (қашан және кім рұқсатты берген жоқ)/If yes, please give details below (when and by whom): _____

17. Сапардың мақсаты/Purpose of travel: _____

18. Қабылдайтын тарап (мекен-жайы, тел.)/Inviting organization (address, tel.): _____

немесе жауапты тұлға туралы мәлімет (толық аты-жөні, мекен-жайы, тел.)/or person, arranging your visit to Kazakhstan (full name, address, tel.): _____

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: Жоқ/No Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

Жоқ/No Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап to _____ дейін

26. Сұрау салынатын визаның мәртелігі/Number of entries requested: 1 2 3 көп мәртелік/multiple

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

<p>Қызметтік жазбалар үшін</p> <p><i>For official use only</i></p>



VISAS
& PASSPORTS

Sample Business Letter From U.S. Company

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

October 1, 2014

Embassy of Kazakhstan, Washington, DC
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 Kazakhstan on Monday, November 5 through November 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 Marat Primerov (*insert name of contact*) at:

Kazakh Company, Ltd.
Keshesi Street, 123/1
Almaty, Kazakhstan
Telephone: 727-12345678

(*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 Kazakhstan.

Mr. Simmons plans to make twice-annual business trips to Kazakhstan, and he requests that you issue a multiple entry business visa valid for five years. (*Please specify the requested visa type and duration. For five year visa validity, the letter must specify that the five year duration is requested.*) 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 company representative other than the applicant.*)

Sample Letter



VISAS
& PASSPORTS

Sample Tourist Letter From Applicant

June 1, 2014

Embassy of Kazakhstan, Washington, DC
Consular Section

Dear Visa Officer,

I, Jane Smith Jones (*insert your full name*), am planning a tourist trip to Kazakhstan on Monday, August 5 through August 10 (*exact dates of your trip*).

During this visit I will stay at:

Hotel Superior

Keshesi Street, 321/1

Almaty, Kazakhstan

Telephone: 727-12345678

(Please provide full contact details for the place you will stay in Kazakhstan. If you will stay with family or friends, include the name of your host.)

My home address and telephone number in the United States is:

123 Main Street

Sunshine, FL 33333

555-123-4567

(Please provide your home address and telephone number.)

My passport details are:

Name: Jane Smith Jones

Date of Birth: 25 December 1970

Passport Number: 123456789

Date of Issue: 31 October 2010

Date of Expiration: 30 October 2020

Issued by: US Department of State

(Please provide these details as listed in your passport.)

I respectfully request that you issue me a single entry tourist visa valid for one month.
(Please specify the requested visa type and duration.) I appreciate your attention to this matter.

Sincerely,

Jane Smith Jones

Jane Smith Jones

(Type your full name and sign your letter with your full name in blue or black ink.)

Sample Letter