



ALL TRAVELERS must include the following documents in your package 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. (For 5 year visas, submit a photocopy of the passport; you will send in your original passport when visa approval has been granted. See the following page for more information.)
- 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. (Submit two signed copies of the application for 5 year visa requests.)
- 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.

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 senior manager other than the applicant. Please see the attached sample letter.

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:

- Photocopy of the applicant's birth certificate showing both parents' names.
- Photocopies of both parents' driver's licenses or passports.
- If the applicant will be accompanied by someone other than their parents, submit a letter of consent signed by both parents. This letter must be original (no faxes, scans, or copies) and must include the applicant's name, the name of the escort, and explain the purpose of the journey and the relationship of the escort to the applicant.

Visa Requirements

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.



There is No Substitute for Experience.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
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 within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- Multiple entry visas are available for US citizens only. Non-US citizens will be issued single entry visas and are subject to different consular fees than US citizens.
- Multiple entry visas valid for 5 years are available for US citizens only, for business or tourist purposes. 5 year visas require the approval of immigration authorities in Nairobi; approval times vary and may be several weeks or more. Applicants may submit all required documents along with a photocopy of their passport, and send in the original passport for visa processing after visa approval has been granted.
- The East Africa Tourist Visa allows leisure travel between Kenya, Rwanda, and Uganda with the same multiple entry visa.
- For visa requests requiring Mission Critical processing, travelers must send a copy of their passport and visa application to G3 by email (WashingtonDC@g3visas.com) or fax (703.524.3374) in advance of sending in the original documents. G3 must receive all original documents no later than 8:30 AM. Please send paperwork via FedEx or UPS with no signature required.

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
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
KENYA

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 10 Business Days
Single Entry US Citizens	<input type="checkbox"/> \$95.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$55.00
Multiple Entry US Citizens	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$105.00
Multiple Entry, 5 Years* US Citizens	Unavailable	Unavailable	<input type="checkbox"/> \$205.00
Single Entry Non-US Citizens	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$85.00	<input type="checkbox"/> \$65.00
Transit US Citizens	<input type="checkbox"/> \$65.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$25.00
Transit Non-US Citizens	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$35.00
East Africa Tourist Visa Multiple Entry, Valid 90 Days	<input type="checkbox"/> \$145.00	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$105.00

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
Transit	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

*Processing times for 5 Year Visas do not include the time required for visa approval.

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

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
KENYA

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#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced 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:



EMBASSY OF THE REPUBLIC OF KENYA

FORM 22 (REVISED 2012)

2249 R STREET, N.W.

WASHINGTON, D.C. 20008

Tel: (202) 387-6101

Fax: (202) 462-3829

APPLICATION FORM FOR A VISA

(To be completed in Block Letters)

- 1. Visa required (specify)
2. (a) Surname/Family Name
(b) Other Names in Full
(c) Sex
(d) Full Names of Parent(s)/spouse(s)
3. (a) Date of Birth
(b) Country and Place of Birth
(c) Profession/occupation
4. (a) Nationality at Birth
(b) Present Nationality, if different
(c) Country of Residence
(d) Contact Address in the Country of Residence (Physical address)
Telephone
E-mail
5. Passport/Travel Document held:
(a) No.
(b) Place of Issue
(c) Date of Issue
(d) Expiry date
(e) Issued by
6. (a) Specify reasons for Entry
(b) Proposed Date of Entry
(c) Duration of stay

7. Full names and addresses of Hotels/Places/Firms/Friends or Relatives to be visited in Kenya (Physical address)

Telephone/Cell no.

E-mail

8. Dates and Duration of previous visits to Kenya
.....

9. Will you be returning to your Country of Residence/Domicile?

10. Have you been previously denied entry into Kenya? If yes state when and reasons given.
.....
.....
.....

11. Have you ever been convicted of any offence under any system of law? If yes give offence and penalty?.

.....
.....
.....
.....

I, (insert name)

understand that if any of the particulars furnished above are found to be incorrect or if any relevant information is found to be withheld or suppressed, the visa is liable to be cancelled.

(Signature of applicant).....Date.....

NOTE:

(a) Incomplete applications will be rejected (Fill by Hand from No. 10)

(b) The possession of a visa is not the final authority to enter the Republic of Kenya

(c) Engaging in any form of business or employment without a requisite permit or pass is an offence.

FOR OFFICIAL USE



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