



ALL TRAVELERS must email the following to Kenya@g3visas.com:

- A color scan of the information/photo page our original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Your completed Kenya eVisa Questionnaire. You may save your answers on the attached fillable PDF and email it directly to G3.
- A digital version of a passport-style photograph; JPG format preferred. The photo must be in color, taken against a plain white background.
- A copy of your travel itinerary.
- A copy of your hotel reservations, or a letter of invitation from a private host.
- Your completed Visa Order Form.
- Non-US citizens must also include a scan of their Permanent Resident Card or U.S. Visa and I-94.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A copy of a letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the signature of a senior manager other than the applicant, or a letter of invitation from the Kenyan company to be visited. Please see the attached sample letters.

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

- Kenya e-Visas are valid for a single entry. Multiple entry visas, including the East Africa Tourist Visa, are available at consulates only. Please contact G3 for appropriate instructions.

PROCESSING NOTES

- Email all required documents and the completed Visa Order Form to Kenya@g3visas.com.
- Consular Fees include a \$5 International Transaction 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
 Kenya@g3visas.com
 800.644.1642

eVISA
KENYA

There is No Substitute for Experience.

Applicable Fees

Concierge Service <input type="checkbox"/> \$225.00 <i>Extra</i>			
Consular Fees for Visa Processing			
Visa Type		Priority 3-5 Business Days	
eVisa Single Entry		<input type="checkbox"/> \$56.00	
G3 Service Fees			
eVisa		<input type="checkbox"/> \$45.00	
Return Delivery Fees			
<input type="checkbox"/> Email Delivery All eVisas are Returned by Email	<i>gratis</i>	<input type="checkbox"/> First Class Mail Delivery via US Postal Service	\$2.50
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00
<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 This Page, Completed Order Form, and All Required Documents To:

G3 Global Services, Kenya@g3visas.com

305.285.9255 Phone | 800.644.1642 Toll Free | 305.859.8007 Fax

www.g3visas.com



Send to: G3 Global Services
 Kenya@g3visas.com
 800.644.1642

eVISA
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: Priority

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:



Email the following to Kenya@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 digital copy of your passport-style photo.
- Your travel itinerary, hotel reservations, and any business or personal letters of invitation.
- Your completed Visa Order Form.

eVISA TYPE REQUESTED:

- Single Entry, Tourist or Business Visit
 Transit, Single Entry, 3 Day Stay

PERSONAL INFORMATION:

Last Name: _____

First Name: _____

Middle Name: _____

Gender: Male Female

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

Place of Birth: *City:* _____ *State:* _____

Country of Birth: USA Other: _____

Your Occupation: _____

Father's Full Name: _____

Mother's Full Name: _____

Spouse's Full Name, if married: _____

Your Citizenship: USA Other: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Email: _____

Passport Number: _____

Issuing Authority: US Department of State Other: _____

Date of Issue: ____ / ____ / ____ Date of Expiry: ____ / ____ / ____
Day Month Year Day Month Year

eVisaQuestionnaire



TRAVEL INFORMATION:

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

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

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

List the details of your contact in Kenya (business contact, hotel, or private host):

Name (not needed for hotel): _____

Business/Hotel Name: _____

Address: _____

Telephone: _____

Email: _____

Entering Kenya By: Air Land Sea

Port of Entry: Jomo Kenyatta Airport, Nairobi
 Moi Airport, Mobassa
 Eldoret International Airport, Eldoret
 Other: _____

Please use the table below to list the countries you have visited in the last 3 months, with the date of visit. (Dates may be approximate.) If you have visited more than five, please list the five most recent.

Date of Visit		Country
Date of Entry	Date of Exit	

Have you previously visited Kenya? No Yes: ___/___/___ to ___/___/___
Date of Entry Date of Exit

Have you ever been denied entry to Kenya? Yes No

Have you ever been denied entry to another country? Yes No

Have you ever been convicted of a felony? Yes No

If you answered yes to any of the questions in this box, please contact Kenya@g3visas.com and provide details.



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



Sample Business Invitation Letter from Overseas 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 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 *(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



Sample Flight Crew Invitation Letter from Overseas Company

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

June 15, 2016

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 Hooper

They will be in *(country)* from August 11 to August 15, 2016. 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