



**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.
- Two 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.

**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.

**TOURIST TRAVELERS must also include:**

- A copy of hotel reservations showing the applicants name or a letter of invitation from a tour operator or private host in Mozambique. Faxed or scanned copies are accepted.

**MINOR TRAVELERS UNDER AGE 18 must also include:**

- A photocopy of their birth certificate showing their parents' names.
- A notarized Consent to Travel letter signed by both parents. A form letter is attached.

**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/>.

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.*

**Concierge Service**  \$175.00 *Extra*

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto: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](mailto: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**

- Travelers must enter Mozambique within 60 days of the date of issue of the visa.
- Travelers may be required to show an International Certificate of Vaccination for Yellow Fever upon arrival in Mozambique, particularly if they have visited an infected area within the past six months.

**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](http://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  
**MOZAMBIQUE**

*There is No Substitute for Experience.*

**Concierge Service**  \$175.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 4 Business Days	Priority 11 Business Days	Expedited 15 Business Days
Single Entry	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Multiple Entry Valid 3 Months	<input type="checkbox"/> \$255.00	<input type="checkbox"/> \$185.00	<input type="checkbox"/> \$185.00
Multiple Entry Valid 6 Months	<input type="checkbox"/> \$295.00	<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$215.00

**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

**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.*

**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](http://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  
**MOZAMBIQUE**

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  
*Exceptional service for exceptional people.*  
[ConciergeDesk@g3visas.com](mailto: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:

<b>PEDIDO DE ENTRADA EM MOCAMBIQUE</b> REQUEST FOR ENTRY VISA TO MOZAMBIQUE		RECIBO Nº	
<b>PREENCHER COM LETRA LEGIVEL</b> TO BE FILLED IN LEGIBLE LETTERS		<b>RESERVADO AOS SERVICOS:</b> FOR OFFICIAL USE:	
<b>UMA ENTRADA</b> Single entry <input type="checkbox"/>			
<b>DUPLAS ENTRADAS</b> Double entry <input type="checkbox"/>			
<b>MULTIPLAS ENTRADAS</b> Multiple entries <input type="checkbox"/>			
		<b>VISTO Nº</b>	
		<b>DATA DE EMISSAO</b> ...../...../.....	
		<b>VALIDADE</b> ...../...../.....	
<b>APELIDO</b> Surname		<b>NOME COMPLETO</b> Full name	
<b>NOME DE SOLTEIRA</b> Maiden name		<b>PAIS E LOCAL DE NASCIMENTO</b> Country and place of birth	
<b>DATA DE NASCIMENTO</b> Date of birth	<b>SEXO</b> Sex	<b>ESTADO CIVIL</b> Marital status	<b>NACIONALIDADE</b> Nationality
<b>PASSAPORTE Nº</b> Passport Nº	<b>DATA DE EMISSAO</b> Date of issue ...../...../.....	<b>Validade</b> Validity ...../...../.....	<b>NACIONALIDADE DO P.te</b> P.te nationality
<b>PROFISSAO/OCUPACAO</b> Profession/Occupation		<b>CARGO QUE OCUPA</b> Position you hold	
<b>INSTITUICAO, ORGANIZACAO OU EMPRESA ONDE TRABALHA</b> Institution, organization or firm you work			
<b>ENDERECO DA RESIDENCIA PERMANENTE</b> Address of the permanent residence			
<b>ESTEVE ALGUMA VEZ EM MOCAMBIQUE ?</b> Have you ever before been in Mozambique ?		<b>SIM</b> Yes	<input type="checkbox"/>
		<b>NAO</b> No	<input type="checkbox"/>
<b>JA FOI RESIDENTE EM MOCAMBIQUE ?</b> Have you ever been a resident in Mozambique ?		<b>SIM</b> Yes	<input type="checkbox"/>
		<b>NAO</b> No	<input type="checkbox"/>
<b>PORQUE SAIU DE MOCAMBIQUE ?</b> Why did you leave Mozambique ?	<b>DATA DE SAIDA</b> Date of exit	} ...../...../.....	
<b>INDIQUE AS INSTUICOES E EMPRESAS A QUE ESTEVE LIGADO</b> Mention the institutions and firms to which you were attached			
<b>O PREENCHIMENTO INCORRECTO OU INCOMPLETO IMPLICA RESPOSTA TARDIA, DEVOLUCAO OU INDEFERIMENTO</b> <b>INCOMPLETE OR INCORRECT FILLING IN OF THIS FORM MAY RESULT IN DELAY DEVOLUTION OR REJECTION</b>			

**DETALHE OS MOTIVOS DA ENTRADA EM MOCAMBIQUE**

In detail give reasons for your entry in Mozambique

<b>TEMPO DE ESTADA EM MOCAMBIQUE</b> Length of stay in Mozambique					<b>DATA DE ENTRADA</b> Date of entry ...../...../.....	<b>DATA DE SAIDA</b> Date of exit ...../...../.....
<b>FRONTEIRA DE ENTRADA</b> Entry border			<b>FRONTEIRA DE SAIDA</b> Exit border			
<b>ENDERECO DA HOSPEDAGEM EM MOCAMBIQUE – Address of residence in Mozambique</b>						
<b>PROVINCIA</b> Province	<b>DISTRITO</b> District	<b>CIDADE</b> City	<b>AVENIDA/RUA</b> Avenue/street	<b>CASA Nº</b> House Nº		
<b>FAMILIARES/AMIGOS RESIDENTES EM MOCAMBIQUE – Relatives, friends living in Mozambique</b>						
<b>NOME COMPLETO</b> Full name	<b>NACIONALIDADE</b> Nationality	<b>PARENTESCO</b> Relationship	<b>ENDERECO</b> Address			
<b>RESERVADO AOS SELOS</b> Reserved for stamps						
<b>DATA</b> Date } ...../...../.....						
<b>ASSUNATURA DO REQUENTE OU DA ENTIDADE SOLICITANTE</b> Signature of applicant or of the applying entity						
<b>ASSINATURA RECONHECIDA POR SEMELHANCA A EXISTENTE NO</b> .....						
<b>Nº</b> ..... <b>EMITIDO A</b> ...../...../..... <b>EM</b> .....						
<b>RESERVADO AOS SERVICOS</b> For official use			<b>DATA DE RECEPCAO</b> ...../...../.....			
			<b>DATA DE ENTREGA</b> ...../...../.....			
..... <b>ASSINATURA DO FUNCIONARIO</b>						

# Consent to Travel Letter

*For All Minor Travelers Under Age 18*

Date: \_\_\_\_\_

Visa Section  
Embassy of Mozambique, Washington DC

Dear Consular Officer:

This letter is to express our consent for our child to be issued a visa for travel to Mozambique.

Our child's passport details are as follows:

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of Issue \_\_\_\_\_

Date of Expiration \_\_\_\_\_

Date of Entry to Mozambique \_\_\_\_\_

Date of Exit \_\_\_\_\_

Should you have any questions for us, we can be reached by telephone at \_\_\_\_\_ or by email at \_\_\_\_\_.

Thank you for your assistance with our child's visa request.

Sincerely,

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Father

*This letter must be notarized.*



## 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