



VISAS
& PASSPORTS

VISA PRE-ENROLLMENT SENEGAL

ALL TRAVELERS must email the following to ETA@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 Visa Pre-Enrollment Questionnaire. You may save your answers on the attached fillable PDF and email it directly to G3.
- Your completed Visa Order Form.
- Copy of your hotel reservations.
- Copy of flight itinerary showing your name.

Visa Requirements

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.



VISA NOTES

- Visa pre-enrollment is issued electronically. Your completed pre-enrollment will be sent to you via email.
- Your completed pre-enrollment is not an official visa. After pre-enrollment has been granted, you must appear in person to be fingerprinted and have the visa stamped into your passport. This may be done on arrival in Senegal, or in advance of departure at an Embassy or Consulate of Senegal.
- If you have any questions regarding pre-enrollment and visas for Senegal, please contact ETA@g3visas.com.

PROCESSING NOTES

- Email all required documents and the completed Visa Order Form to ETA@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.
- 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.

Special Services: ITAS & CLS

G3's International Travel Application Service (ITAS) adds the following benefits:

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Questionnaires can be requested by contacting ITAS@g3visas.com.

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

G3's Concierge Level Service (CLS) adds the following benefits:

You may utilize our dedicated Concierge email, CLS@g3visas.com, for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

ITAS, as described above, may be requested at no additional charge.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office. (Additional shipping fees will apply.)

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

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.

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 to confirm you have received it.

You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

ITAS is included as a complimentary service for Senegal Pre-Enrollment. Additional service fees apply to CLS requests.



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VISA PRE-ENROLLMENT SENEGAL

Applicable Fees

Consular Fees for Visa Processing			
Visa Type		Expedited 7-12 Business Days	
Tourist		<input type="checkbox"/> \$75.00	
Business or Flight Crew		<input type="checkbox"/> \$75.00	
G3 Service Fees			
Tourist		<input type="checkbox"/> \$70.00	
Business or Flight Crew		<input type="checkbox"/> \$80.00	
Special Services			
<input type="checkbox"/> Concierge Level Service (CLS) \$95.00		<input type="checkbox"/> International Travel Application Service (ITAS) <i>gratis</i>	
Return Delivery Fees			
<input type="checkbox"/> Email Delivery All Pre-Enrollments Returned via Email	<i>gratis</i>	<input type="checkbox"/> First Class Mail Delivery via US Postal Service	\$2.50
<input type="checkbox"/> FedEx Express Saver Three Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00
<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

Send Completed Order Form and All Required Documents To:

G3 Visas & Passports, ETA@g3visas.com

305.285.9255 Phone | 800.644.1642 Toll Free | 305.859.8007 Fax

www.g3visas.com



Send to: G3 Visas & Passports
 ETA@g3visas.com
 800.644.1642

VISA PRE-ENROLLMENT SENEGAL

Visa Order Form

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Traveler Names			
1		3	
2		4	

Visa Service	
Visa type: <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Flight Crew <input type="checkbox"/> Other _____	Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited

Travel Details	
Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:
G3 Customer Number:	<input type="checkbox"/> N/A

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																									
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Approved Billing Terms Billing, P.O., Project or Reference Code# <input style="width: 100%;" type="text"/> For Payment Via Credit Card: Visa/MasterCard: <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Exp. Date: ___/___ Security Code: <input style="width: 20px;" type="text"/> <i>OR</i> American Express: <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Exp. Date: ___/___ Security Code: <input style="width: 20px;" type="text"/> Name as it appears on the card: <input style="width: 100%;" type="text"/> Billing Address: <input style="width: 100%;" type="text"/> City: <input style="width: 100px;" type="text"/> State <input style="width: 30px;" type="text"/> Zip: <input style="width: 50px;" type="text"/> Signature: _____	<div style="text-align: center;"> Total Fees from Applicable Fees Page <table style="margin: auto;"> <thead> <tr> <th style="text-align: left;">FEE</th> <th style="text-align: center;"># Travelers</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Consular Fee</td> <td style="text-align: center;">X <input style="width: 30px;" type="text"/></td> <td style="text-align: center;">= <input style="width: 50px;" type="text"/></td> </tr> <tr> <td>G3 Service Fee</td> <td style="text-align: center;">X <input style="width: 30px;" type="text"/></td> <td style="text-align: center;">= <input style="width: 50px;" type="text"/></td> </tr> <tr> <td>CLS Fee</td> <td style="text-align: center;">X <input style="width: 30px;" type="text"/></td> <td style="text-align: center;">= <input style="width: 50px;" type="text"/></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">Return Delivery Fee</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">Subtotal</td> </tr> <tr> <td colspan="2">Add 5% for credit card convenience fee</td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Payment Enclosed</td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> </tr> </tbody> </table> </div>	FEE	# Travelers	TOTAL	Consular Fee	X <input style="width: 30px;" type="text"/>	= <input style="width: 50px;" type="text"/>	G3 Service Fee	X <input style="width: 30px;" type="text"/>	= <input style="width: 50px;" type="text"/>	CLS Fee	X <input style="width: 30px;" type="text"/>	= <input style="width: 50px;" type="text"/>			Return Delivery Fee			Subtotal	Add 5% for credit card convenience fee		<input style="width: 50px;" type="text"/>	Total Payment Enclosed		<input style="width: 50px;" type="text"/>
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- 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.
- Your completed Visa Order Form.
- A copy of your hotel reservations, if available. *(Not required for processing.)*
- A copy of your flight itinerary or air tickets, if available. *(Not required for processing.)*

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

YOUR 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: _____

Citizenship at Birth: USA Other: _____

Current Citizenship: USA Other: _____

Marital Status:
 Married Single (Never Married) Divorced Widowed

YOUR CONTACT INFORMATION:

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____

Your Occupation: _____

YOUR PASSPORT DETAILS:

Passport Number: _____

Issuing Authority: US Department of State Other: _____

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

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

visa questionnaire



YOUR VISIT TO SENEGAL:

After your visa pre-enrollment has been completed, you must appear in person to be fingerprinted and have your official visa stamped into your passport. You may opt to do this upon arrival in Senegal or before departure at an Embassy or Consulate of Senegal. Please select the location at which you will appear to be fingerprinted.

- Upon arrival - Dakar International Airport
- Upon arrival - other border crossing: _____
- Embassy of Senegal, Washington, DC
- Consulate General of Senegal, New York, NY
- Other Embassy or Consulate of Senegal, located in: _____

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

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

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

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

CONTACTS IN SENEGAL:

Business Applicants - provide the details for your business contact in Senegal.

Name of Business Contact: _____

Address: _____ City: _____

Telephone: _____ Email: _____

If you have family in Senegal, provide the details for one relative.

Name of Relative: _____

Address: _____ City: _____

Telephone: _____ Email: _____

All Applicants - provide the details for your hotel or residence in Senegal.

Hotel Name or Name of Private Host: _____

Address: _____ City: _____

Telephone: _____ Email: _____

visa questionnaire