



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.
- One 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 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:

- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

NON-US CITIZENS must also include:

- 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.

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

- Travelers who will enter Timor-Leste via Dili International Airport or Dili Seaport should not apply for visas in advance of travel. Visas will be issued upon arrival at Dili International Airport or Dili Seaport.
- Travelers who will enter Timor-Leste via any land border must apply for visas in advance of travel. Consular fees for visas are not charged at the Embassy of Timor-Leste. Travelers must pay \$30 in cash to immigration officials upon arrival in Timor-Leste.
- Visas will be issued for single entry, for a stay of up to 30 days.
- Timor-Leste is also known as East Timor.

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
TIMOR-LESTE

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 12 Business Days	Priority 15 Business Days	Expedited 18 Business Days
Tourist	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee
Business	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee
Flight Crew	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee	<input type="checkbox"/> No Fee

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

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
TIMOR-LESTE

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:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

MINISTÉRIO DOS NEGÓCIOS ESTRANGEIROS

DAC/MNE



PEDIDO DE VISTO

VISA APPLICATION FORM (Tourist/Transit Visa Classes I & II)

(A preencher pelo requerente / To be completed by the applicant)

(Por favor, escreva em maiúsculas / Please, use capital letters)

1. IDENTIFICAÇÃO DO APLICANTE / IDENTIFICATION OF APPLICANT		
Apelido Family Name		
Nome Given Name(s)		
Nacionalidade Nationality	FOTO PHOTO	
Sexo Gender		M <input type="checkbox"/> F <input type="checkbox"/>
Data Nascimento Date of Birth		
Local Nascimento Place of Birth		
Estado Civil Marital Status		Solteiro <input type="checkbox"/> Casado <input type="checkbox"/> Divorciado <input type="checkbox"/> Viúvo <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>
2. NOME FILIAÇÃO / PARENTS' NAMES		
Nome do Pai Father's Name		
Nome da Mãe Mother's Name		
3. DOCUMENTO DE VIAGEM / TRAVEL DOCUMENT		
Nº Passaporte Passport No	Validade Expiry date	
Local Emissão Place of Issue	Data Emissão Date of Issue	
Tipo Passaporte Passport Type	Individual <input type="checkbox"/> Familiar <input type="checkbox"/> Comun <input type="checkbox"/> Diplomático <input type="checkbox"/> Personal <input type="checkbox"/> Family <input type="checkbox"/> Common <input type="checkbox"/> Diplomatic <input type="checkbox"/>	Outro, clarifique por favor / Other, please specify: _____
4. INFORMAÇÃO NO PAÍS DE RESIDENCIA / INFORMATION AT COUNTRY OF RESIDENCE		
Morada completa Full Address		
Telefone Telephone	Profissão Profession	
5. DETALHES DE PERMANÊNCIA EM TIMOR-LESTE / DETAILS OF STAY IN TIMOR-LESTE		
Finalidade de viagem / Purpose of Travel	Turismo / Holidays <input type="checkbox"/> Transito / Transit <input type="checkbox"/> Negócios / Business <input type="checkbox"/> Diplomático / Diplomatic <input type="checkbox"/> Visita a familiares ou amigos / Visit family or friends <input type="checkbox"/> Outro / Other <input type="text"/>	

Possui carta de convite / Do you have a letter of invitation?	Não / No <input type="checkbox"/> Sim/ Yes <input type="checkbox"/> Se sim, favor anexar a este formulário de requisição de visto / If yes, please attach to this application form.
Tipo de Visto requerido / Type of Visa Requested	Turismo / Negócios (30 dias) <input type="checkbox"/> Turismo / Negócios (90 dias) <input type="checkbox"/> Tourism / Business (30 days) Tourism / Business (90 days) Trânsito (72 horas) <input type="checkbox"/> Transit (72 hours)
Número de entradas requeridas / Number of entries required	Uma entrada / Single Entry <input type="checkbox"/> Várias entradas / Multiple Entries <input type="checkbox"/>
Em caso de trânsito, tem autorização de entrada para o país de destino final? / In the case of transit, have you an entry permit for the final country of destination?	Não / No <input type="checkbox"/> Sim/ Yes <input type="checkbox"/>
Acomodação em Timor-Leste / Accomodation in Timor-Leste Morada Completa / Address while in Timor-Leste Telefone / Telephone	Hotel / Hotel <input type="checkbox"/> Familiares ou amigos / Family or friends <input type="checkbox"/> Outro / Other _____ <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Data de chegada prevista / Expected arrival date Meio de transporte de chegada / Mode of transport for arrival Duração da estadia / Length of stay in Timor-Leste	_____ _____ _____
Fronteira de entrada / Border entry point	_____
Meio de transporte de partida prevista / Expected mode of transport for departure. Caso tiver o bilhete de retorno, por favor indique os detalhes / If you have a return ticket, please provide details: No. Do bilhete de retorno / Return ticket number Companhia de viagens / Travel company Data de emissão / Date of issue Data de expiração / Date of expiry	_____ _____ _____ _____ _____ _____
Tem acesso a: a) Cem dólares americanos por cada entrada em Timor-Leste; e b) Cinquenta dólares americanos por cada dia de permanência em Timor-Leste? Do you have access to: a) One hundred US dollars for each entry into Timor-Leste; and b) Fifty US dollars for each day expected to remain in Timor-Leste?	Sim/ Yes <input type="checkbox"/> Não / No <input type="checkbox"/>
Quem financia as despesas de viagem e de subsistência durante a estadia? Who will be paying for your costs of travel and your costs of living during your stay?	O próprio / Myself <input type="checkbox"/> A(s) pessoa(s) que o acolhem / Host Person(s) <input type="checkbox"/> Empresa de acolhimento / Host Company <input type="checkbox"/>
Em caso as suas despesas de viagem e de subsistência durante a estadia são garantidas por uma pessoa que o acolhem ou uma empresa de acolhimento indique os detalhes seguintes. / If a host person or a host company is guaranteeing your costs of travel and of living, please provide details:	
Nome / Name	_____
Telefone / Telephone	_____
Endereço Completo / Full Address	_____
Endereço email / Email Address	_____

6.	INFORMAÇÃO DIVERSA / MISCELLANEOUS	
Já esteve alguma vez em Timor-Leste? Have you ever been in Timor-Leste before?	Sim/Yes <input type="checkbox"/>	Não/No <input type="checkbox"/>
Já foi alguma vez condenado por ter cometido um crime em qualquer país? Have you been convicted of a criminal offence in any country?	Sim/Yes <input type="checkbox"/>	Não/No <input type="checkbox"/>
Já foi alguma vez deportado, extraditado, excluído de, expulso de, ou solicitado a abandonar qualquer país por alguma razão? Have you ever been deported, extradited, excluded from, expelled from, or required to leave any country for any reason?	Sim/Yes <input type="checkbox"/>	Não/No <input type="checkbox"/>
Sofre alguma doença ou condição médica a qual poderá ser uma ameaça à saúde pública, como por exemplo febre-amarela? Do you suffer from a disease or medical condition likely to be a threat to public health such as yellow fever?	Sim/Yes <input type="checkbox"/>	Não/No <input type="checkbox"/>
Se respondeu afirmativamente a qualquer questão forneça detalhes: If yes to any of the above questions, provide details:	Sim/Yes <input type="checkbox"/>	Não/No <input type="checkbox"/>

7	DECLARAÇÃO/ DECLARATION	
Se o requerente for menor de 18 anos, assinatura dos pais ou tutor, e documento de autorização em anexo / If the applicant is under 18 years of age, signature of approval by parents or guardian, and attach documentary proof.		
_____ Data / Date		
<p>Declaro prestar estas informações de boa fé e que as mesmas são exactas e completas. As falsas declarações serão punidas nos termos da lei, assumindo desde já inteira responsabilidade pelas informações por mim prestadas, bem como pelos documentos apresentados ou juntos a este pedido. Autorizo, no âmbito do meu pedido o processamento informático dos dados constantes neste requerimento.</p> <p>I declare that to my best knowledge and belief the information given is true. I am aware that is an offence under the law to make false statements and I hereby declare to be responsible for all information given by me as well as for the documents presented with this application. I hereby accept that the data given may be computerized within the scope of my application.</p>		
_____ Assinatura/Signature		_____ Data / Date

(A preencher pelo Serviço / For official use only)

Processo n° / File _____	Ano / Year _____
Deferido <input type="checkbox"/>	Indeferido <input type="checkbox"/>
Approved	Not Approved
Assinatura / Signature _____	Data / Date ____ / ____ / ____

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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