



BUSINESS 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.
- 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 identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).

BUSINESS TRAVELERS must also include:

- Copy of flight itinerary showing applicant's name. The flight itinerary must show a US departure more than 8 business days beyond the Embassy's current visa processing time of 6-7 business days.
- 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.
- A copy of the U.S. company's Certificate of Incorporation or Certificate of Good Standing. If the applicant is self-employed or is the company owner, submit copies of legal documentation demonstrating this status. Faxed or scanned copies are accepted.
- A letter of invitation from the company to be visited in Venezuela. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted. A sample 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 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 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

- Flight itineraries are required. The flight itinerary must show a US departure more than 8 business days beyond the Embassy's current visa processing time of 6-7 business days.
- Tourist travelers and flight crew must apply in person at the Embassy; G3 is able to retrieve completed visas but is not able to assist with submission. Tourists and flight crew are advised to apply 3 months in advance of travel. U.S. citizens require tourist visas to visit Venezuela.
- Visas for U.S. Citizens are typically issued for one year with multiple entries.

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
VENEZUELA

There is No Substitute for Experience.

Applicable Fees

Concierge Service <input type="checkbox"/> \$175.00 <i>Extra</i>			
Consular Fees for Visa Processing			
Visa Type	Mission Critical 6-7 Business Days		
Business	<input type="checkbox"/> \$65.00		
G3 Service Fees			
Business	<input type="checkbox"/> \$170.00		
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
<i>*These services may not be available for all delivery locations.</i>			

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



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
VENEZUELA

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

You'll thank us later.

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: 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:



EMBAJADA DE LA REPÚBLICA BOLIVARIANA DE VENEZUELA EN EE.UU
SECCIÓN CONSULAR

Horario de atención al público: días hábiles de 9:00 am – 1:00 pm.

SOLICITUD DE VISA
VISA APPLICATION FORM

2 FOTOS
2 PHOTOS

1.- DATOS PERSONALES / PERSONAL INFORMATION

APELLIDO: LAST NAME:		NOMBRE: FIRST NAME:	
LUGAR DE NACIMIENTO (ESTADO O PROVINCIA Y PAÍS): PLACE OF BIRTH: (STATE AND COUNTRY)		FECHA DE NACIMIENTO: DATE OF BIRTH: D/MM/YY	
NACIONALIDAD: NATIONALITY:		SEXO: M () F () GENDER:	
ESTADO CIVIL: MARITAL STATUS:	CASADO () MARRIED	SOLTERO () SINGLE	DIVORCIADO () DIVORCED
		VIUDO () WIDOWED	OTRO () OTHER _____
DIRECCIÓN COMPLETA DE HABITACIÓN HOME ADDRESS (Include number, street, city, state or province, postal zone and country)		TELÉFONO: TELEPHONE:	
		CORREO ELECTRÓNICO: E-MAIL ADDRESS:	
PROFESIÓN U OCUPACIÓN: PROFESSION OR OCCUPATION:		NOMBRE DE SU ACTUAL EMPLEADOR: NAME OF PRESENT EMPLOYER:	
CARGO Y DIRECCIÓN DE SU EMPLEO ACTUAL: TITLE AND ADDRESS OF PRESENT EMPLOYER:		NÚMERO TELF. DE OFICINA: BUSSINESS PHONE NUMBER:	
NOMBRE, DIRECCIÓN Y TELÉFONO EN CASO DE EMERGENCIA: NAME, ADDRESS AND PHONE IN CASE OF EMERGENCY:			

2.- DATOS DEL PASAPORTE / PASSPORT INFORMATION

No. PASAPORTE PASSPORT NUMBER: _____	TIPO DE PASAPORTE TYPE OF PASSPORT: * ORDINARIO / REGULAR () * DIPLOMÁTICO / DIPLOMATIC () * OFICIAL / OFFICIAL () * ORGANIZACIÓN INTERNACIONAL / INTERNATIONAL ORGANIZATION () * OTRO / OTHER (ESPECIFIQUE / BE SPECIFIC) _____
LUGAR DE EMISION PLACE OF ISSUANCE CIUDAD CITY _____ PAIS COUNTRY _____	FECHA DE EMISION DATE OF ISSUE: FECHA DE VENCIMIENTO DATE OF EXPIRATION:

3.- DATOS SOBRE EL VIAJE / TRAVEL INFORMATION

TIPO DE VISA REQUERIDA: TURISTA () TYPE OF VISA REQUESTED: Tourism	NEGOCIOS () Business	LABORAL () Work	RELIGIOSA () Religious
OFICIAL () Official	DIPLOMATICA () Diplomatic	CORTESIA () Courtesy	OTRA () OTHER _____
MOTIVO DE SU VIAJE (especifique): WHAT IS THE PURPOSE OF YOUR TRIP? (be specific)		TIEMPO DE PERMANENCIA EN VENEZUELA HOW LONG WILL YOU STAY IN VENEZUELA?	
¿QUIÉN ES RESPONSABLE ECONÓMICAMENTE POR SU VIAJE? WHO IS RESPONSIBLE FOR YOUR TRIP EXPENSES?			
NOMBRE Y DIRECCIÓN DE LA PERSONA / EMPRESA A CONTACTAR EN VENEZUELA NAME & ADDRESS OF THE PERSON/COMPANY TO BE CONTACTED IN VENEZUELA:			
LUGAR DE ALOJAMIENTO EN VENEZUELA. ESPECÍFIQUE NOMBRE Y DIRECCIÓN NAME & ADDRESS OF WHERE YOU WILL BE STAYING IN VENEZUELA:			
LÍNEA AEREA Y NÚMERO DE VUELO AIRLINE & FLIGHT NUMBER:	FECHA DE ENTRADA ARRIVAL DATE:	FECHA DE SALIDA: DEPARTURE DATE:	

4.- INFORMACIÓN ADICIONAL / ADDITIONAL INFORMATION

¿HA VISITADO VENEZUELA ALGUNA VEZ? NO () SI () SI ES AFIRMATIVO, CUANTAS VECES ? HAVE YOU EVER BEEN TO VENEZUELA? NO () YES () IF YES, HOW MANY TIMES ?			
ESPECIFIQUE LAS FECHAS: BE SPECIFIC ABOUT DATES:		¿POR CUANTO TIEMPO? FOR HOW LONG ?	
¿POR QUÉ MOTIVO? ESPECIFIQUE REASON OF YOUR VISIT? BE SPECIFIC			
¿OTRAS PERSONAS VIAJEN CON USTED? NO () SI () ¿OTHER PERSONS TRAVELLING WITH YOU? NO () YES ()			
NOMBRE NAME:	RELATIONSHIP CON USTED RELATIONSHIP TO YOU:	NOMBRE NAME:	RELATIONSHIP CON USTED RELATIONSHIP TO YOU:
NOMBRE NAME:	RELATIONSHIP CON USTED RELATIONSHIP TO YOU:	NOMBRE NAME:	RELATIONSHIP CON USTED RELATIONSHIP TO YOU:
¿QUÉ PAISES HA VISITADO USTED EN LOS ULTIMOS CINCO AÑOS? WHAT COUNTRIES HAVE YOU VISITED IN THE LAST FIVE YEARS?			

¿ALGUNA VEZ SU VISA HA SIDO DENEGADA O REVOCADA?
EN CASO DE SER AFIRMATIVO, ESPECIFIQUE

¿HAS YOUR VENEZUELAN VISA EVER BEEN DENIED OR REVOKED?
IF YES, EXPLAIN

NO () SI ()
NO () YES ()

FECHA / DATE: _____ FIRMA SOLICITANTE / APPLICANT'S SIGNATURE _____

USO DE LA SECCIÓN CONSULAR
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 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.

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(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