



ALL 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, completed online at <https://portalmre.rree.gob.bo/formvisas/>, printed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. Business and flight crew travelers must request a "specific purpose" visa. *If you would like a G3 associate to complete your application for you, see page 2 for Enhanced Service options.*
- One passport-style (2"x2") photo 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.
- Copy of hotel reservations showing applicant's name, or a letter from a private host listing the address where you will stay.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.
- International Certificate of Vaccination for Yellow Fever (original plus one photocopy).

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.
- A police report from the local police demonstrating that the applicant does not have a criminal record.

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/>.

MINORS UNDER AGE 18 must also include:

- A notarized parental consent letter addressed to "Consulate General of Bolivia" authorizing the issuance of a visa, signed by both parents with a pen-to-paper signature in blue or black ink. If the applicant will not be accompanied by both parents, the letter must specify the name of the escort and the relationship to the applicant.

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.

Visa Requirements



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

- Tourist visas for U.S. Citizens are typically issued for five years with multiple entries.
- Travelers who will visit La Paz only may be exempted from the Yellow Fever Certificate requirement at consular discretion.
- Business and Flight Crew applicants are issued "Specific Purpose" visas valid for 30 days.
- For travelers of certain nationalities, the Consulate may be required to wait for visa approval from authorities in Bolivia; visa processing times may be extended.

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
 1444 Biscayne Boulevard, Suite 315
 Miami, FL 33132
 800.644.1642 | Miami@g3visas.com

MIAMI
BOLIVIA

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 9 Business Days	Priority 12 Business Days	Expedited 15 Business Days
Tourist	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$165.00
Business	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00
Flight Crew	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00

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, 1444 Biscayne Boulevard, Suite 315, Miami, FL 33132
 305.285.9255 Phone | 800.644.1642 Toll Free | 305.859.8007 Fax | Miami@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 1444 Biscayne Boulevard, Suite 315
 Miami, FL 33132
 800.644.1642 | Miami@g3visas.com

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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: 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:



APPLICATION INFO BOLIVIA

Begin your application at <https://portalmre.rree.gob.bo/formvisas/>. Scroll to the bottom of the page to enter your email address and begin your application.

For Type of Visa, Business and Flight Crew applicants should select “Specific Purpose” from the drop-down menu. Tourists should select “Tourist.”

You will be required to upload a digital passport-style photo and a scan of your passport. If you would prefer to have a G3 associate complete your online application, Application Creation Service or Concierge Service is available. Contact ConciergeDesk@g3visas.com to begin.

To complete and print your application, select “Finalizar registro de solicitud de visa/Finish visa application” in Step 5.

Your completed, printed application will look like this:

Apellidos/Surnames	Primer Nombre/First Name	Segundo Nombre/Middle Name
SAMPLE	JOHN	DOE
Lugar y Fecha de Nacimiento/Place and Date of Birth:	Nacionalidad/Nationality:	Estado Civil/Marital Status:
USA-05/15/1985	USA	MARRIED
Carnet de Identidad/National Identification Number:	Ocupacion Actual/Current Occupation:	
	ELUSIVE SAMAN	
Clase y Numero de Pasaporte/Passport Type and Number:	Fecha de Emision/Issuing Date:	
REGULAR-123456789	01/1/2014	
Lugar de Emision/Place of Issuance:	Fecha de Expiracion/Expiration Date:	
US DEPT OF STATE	01/20/2024	
Ciudad/City:	WASH@NETHON	
País/Country:	USA	
Telefono de su residencia/Home phone number:	555-655-1234	
Telefono donde trabaja/Work phone number:	555-655-4000	
Telefono Celular/Mobile:	555-655-45678	
Rescopersona/Resep number:		
Direccion electronica/Email address:	JD.SAMPLE@SAMPLE.CO	
Señala visa anteriormente?/Have you applied before for a visa?:	NO	

PERSONA(S) DE CONTACTO EN CASO DE EMERGENCIA / IN CASE OF EMERGENCY, CONTACT:	
Nombre completo/Full name:	JANE ELLEN DOE
Fecha de nacimiento/Date of birth:	04/16/1986
Direccion donde vive/Home address	Direccion donde trabaja/Work address
Calle/Street address:	Calle/Street address:
123 MAIN ST	500 SAMPLE PLAZA
Ciudad/City:	Ciudad/City:
"SLAND@E"	"SLAND@E"
Estado o Departamento/State or Province:	Estado o Departamento/State or Province:
"IL	"IL
Código Postal/Postal Code:	Código Postal/Postal Code:
"63333	"63333
País/Country:	País/Country:
USA	USA
Telefono/Telephone number:	Telefono/Telephone number:
"555-655-1234	"555-655-4000
Informacion de Viaje/Travel Information:	
Medio de Transporte/Transportation:	Boleto/Route:
PLANE*	MIAE@LA PAZ*
	Fecha de Retorno/Date of Return:
	"09/13/2014
Lugar de presentacion de la Solicitud/Place of Application:	Fecha/Date:
	"

John Doe Sample
Firma del Solicitante
Applicant's Signature

Jane Doe Sample
Firma de la Autoridad Consular
Consul's Signature

Application info



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