



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.
- Two visa applications forms (attached), completed and signed. Both applications must be 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).
- 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 bear the original pen-to-paper signature of a senior manager other than the applicant. Please see the attached sample letter.
- A letter of invitation from the company to be visited in Ghana. 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. Please see the attached sample letter.
- Applicants traveling on behalf of a NGO must also provide a letter of introduction from the USAID office at the US Embassy in Accra, Ghana. Faxed or scanned copies are acceptable.

JOURNALISTS and PHOTOGRAPHERS must also include:

- One "Application for Journalists" form, completed and signed (contact G3 for this form). This application must be submitted in addition to the visa application forms listed above. The application must be signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the original pen-to-paper signature of a senior manager other than the applicant. Please see the attached sample letter.

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:

- Photocopy of the applicant's birth certificate showing both parents' names.
- Photocopies of both parent's driver's licenses or passports.
- Notarized Parental Consent Letter form (attached).

*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:**

<b>Document Pre-Check:</b> Email <a href="mailto:ConciergeDesk@g3visas.com">ConciergeDesk@g3visas.com</a> for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
<b>Application Creation:</b> 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
<b>Application Correction:</b> 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
<b>Business Letter Creation:</b> 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
<b>Inbound FedEx Airbill:</b> G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
<b>Return Delivery Confirmation:</b> 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
<b>Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.</b>	<b>\$225.00</b>

### VISA NOTES

- The Consulate of Ghana is closed every Friday. Friday does not count as a processing day.
- Faster processing, including 24 Hour Mission Critical processing, is available through the Consulate of Ghana in Houston. Please contact G3's Houston Operations Center at [Houston@g3visas.com](mailto:Houston@g3visas.com) for instructions.
- It is recommended that you also submit a copy of your International Certificate of Vaccination for Yellow Fever. The original certificate may be requested upon entrance to Ghana. It is also recommended that you obtain anti-malaria tablets.

### 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  
**GHANA**

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 3 Business Days	Priority 7 Business Days	Expedited 10 Business Days
Single Entry	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$65.00	<input type="checkbox"/> \$65.00
Multiple Entry	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$105.00

**G3 Service Fees**

Visa Type	Mission Critical 3 Business Days	Priority 7 Business Days	Expedited 10 Business Days
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
Journalist/Photographer	Not Available	<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](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  
**GHANA**

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:

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

FOR OFFICE USE ONLY



# Application for Ghana Entry Permit/Visa

**REGULAR SERVICE**

Embassy of Ghana Washington DC.

**For Official Use Only**

Visa No.: \_\_\_\_\_  
 Type of Visa: \_\_\_\_\_  
 Date of Issue: \_\_\_\_\_  
 Issuing Officer: \_\_\_\_\_  
 Charges: \_\_\_\_\_

Attach recent passport size photograph here



- Single Entry \$60.00  
 Multiple Entry \$100.00  
**NO PERSONAL CHECKS**

**FILL WITH BLACK INK ONLY**  
 1. The form must be completed in block/capital letters and submitted together with two(2) recent passport size photographs.

**1. Personal Information**

a. Surname /Last Name

b. First Name(s)

d. Middle Name

c. Previous Name (if applicable)

e. Date of Birth

f. Place of Birth

g. Nationality

h. Former Nationality (if any)

**2. Passport Information**

a. Passport Number

b. Date of Issue

c. Place of Issue

e. Date of Expiry

**3. Name and Address of Employer/School (USA)**

a. Profession/Occupation

**NOTE:**  
 If retired or currently unemployed, please state the address and telephone number of last/previous employer.

**4. Residential Address**

a. Street/ Mailing Address:

b. Street/Mailing Address:

b. City:

c. State

d. Zip Code:

c. City

d. State:

e. Zip Code:

e. Home Phone No.:

f. Cell Phone No.:

f. Telephone Number:

g. Emergency Contact Person: (Full Name)

Your Email Address:

h. Contact Person's Phone No.

i. Relationship

Applicant's intended date of travel

Is applicant in possession of roundtrip ticket? \_\_\_\_\_

Amount of money Applicant is travelling with

If (yes) Indicate ticket number: \_\_\_\_\_

Traveling by:  Air

Sea

Land

Land



# Application for Ghana Entry Permit/Visa

Embassy of Ghana Washington DC

## Purpose of Journey:

<input type="checkbox"/> Business	<input type="checkbox"/> Tourism	<input type="checkbox"/> Employment	<input type="checkbox"/> Official	<input type="checkbox"/> Transit	<input type="checkbox"/> Student	<input type="checkbox"/> Other
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## 5. Name, Address and Telephone Number of Lodging place/Contact Person/s in Ghana

a. Name of Hotel/Guest House in Ghana		f. Contact Person in Ghana, Name and Address	
b. Street (Mailing address)		g. Street(Mailing address)	
c. City/Town	d. Region	h. City/Town	i. Region
e. Telephone Number		j. Tel. Number:	

## 6. If you select employment, indicate name and address of employer in Ghana

a. Name of Employer		
b. Address/P .O Box:		
c. City/Town	d. Region	e. Telephone Number

<b>7. Duration of stay in Ghana</b>	<b>8. Date of last visit to Ghana</b>
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## 9. For Tourism, list at least two(2) areas of interest, or indicate in writing purpose of journey if you selected Other


Applicant's Signature:	Date of Application:
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**For mailing:.. Use Address Below:....**  
***Visa Processing Center***  
***Embassy of Ghana***  
***3512 International Drive NW***  
***Washington DC. 20008***



# Application for Ghana Entry Permit/Visa

**RUSH SERVICE**

Embassy of Ghana Washington DC.

**For Official Use Only**

Visa No.: \_\_\_\_\_  
 Type of Visa: \_\_\_\_\_  
 Date of Issue: \_\_\_\_\_  
 Issuing Officer: \_\_\_\_\_  
 Charges: \_\_\_\_\_

Attach recent passport size photograph here



Single Entry Rush \$100.00  
 Multiple Entry Rush \$200.00  
**NO PERSONAL CHECKS**

**FILL WITH BLACK INK ONLY**  
 The form must be completed in block/capital letters and submitted together with two(2) recent passport size photographs.

**1. Personal Information**

**2. Passport Information**

a. Surname /Last Name

a. Passport Number

b. Date of Issue

b. First Name(s)

c. Middle Name

c. Place of Issue

e. Date of Expiry

d. Previous Name (if applicable)

**3. Name and Address of Employer/School (USA)**

e. Date of Birth

f. Place of Birth

a. Profession/Occupation

g. Nationality

h. Former Nationality (if any)

**NOTE:**  
 If retired or currently unemployed, please state the address and telephone number of last/previous employer.

**4. Residential Address**

a. Street/ Mailing Address:

b. Street/Mailing Address:

b. City:

c. State

d. Zip Code:

c. City

d. State:

e. Zip Code:

e. Home Phone No.:

f. Cell Phone No.:

f. Telephone Number:

g. Emergency Contact Person: (Full Name)

Your Email Address

h. Contact Person's Phone No.

i. Relationship

Applicant's intended date of travel

Is applicant in possession of roundtrip ticket? \_\_\_\_\_

Amount of money Applicant is travelling with

If (yes) Indicate ticket number: \_\_\_\_\_

Traveling by:  Air

Sea

Land



# Application for Ghana Entry Permit/Visa

Embassy of Ghana Washington DC

**Purpose of Journey:**

<input type="checkbox"/> Business	<input type="checkbox"/> Tourism	<input type="checkbox"/> Employment	<input type="checkbox"/> Official	<input type="checkbox"/> Transit	<input type="checkbox"/> Student	<input type="checkbox"/> Other
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**5. Name, Address and Telephone Number of Lodging place/Contact Person/s in Ghana**

a. Name of Hotel/Guest House in Ghana		f. Contact Person in Ghana, Name and Address	
b. Street (Mailing address)		g. Street(Mailing address)	
c. City/Town	d. Region	h. City/Town	i. Region
e. Telephone Number		j. Tel. Number:	

**6. If you select employment, indicate name and address of employer in Ghana**

a. Name of Employer		
b. Address/P .O Box:		
c. City/Town	d. Region	e. Telephone Number

**7. Duration of stay in Ghana**      **8. Date of last visit to Ghana**

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**9. For Tourism, list at least two(2) areas of interest, or indicate in writing purpose of journey if you selected Other**


Applicant's Signature:	Date of Application:
------------------------	----------------------

**For mailing:.. Use Address Below:....**

*Visa Processing Center(RUSH SERVICE)  
Embassy of Ghana  
3512 International Drive NW  
Washington DC. 20008*



## CONSENT LETTER/S

### Declaration of Children Traveling Abroad with or Without Parents/Legal Guardian/s

- Please complete and notarize if traveling with a child or children under eighteen (18) years:
- Declaration is to be completed by both parents.
- **Single parents must attach legal proof/documentation, especially if the father's name is on the birth certificate/s as proof that you have sole custody of the child/children and do not require the consent of the other parent (spouse) to travel with the child/children".**

I/we, \_\_\_\_\_ of  
(City and State) \_\_\_\_\_, \_\_\_\_\_, declare that (I am)/  
(we are) the lawful parent/s/guardian of: \_\_\_\_\_, born on (DOB)  
\_\_\_\_\_ at \_\_\_\_\_ (place of birth).

My /Our child/children, \_\_\_\_\_, has/have (our/my) consent to  
travel with (me/us) to \_\_\_\_\_ Ghana (please state where  
you will be residing/staying in Ghana).

**Father's signature and date:** -----

**Mother's signature and date:** -----

**Guardian's signature and date:**

- ✚ If child/children's name does not match parent's name especially on the birth certificate, please attach proof of name change or a notarized explanation.
- ✚ If you have more than one (1) child, please attach a list of all the children, their names and copies of birth certificates.

**Thank you.**



## 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



## 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.

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)*.

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



# Sample Flight Crew 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,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in *(country)* from August 11 to August 15, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter