



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.

**PLEASE NOTE:** Iraqi visas are issued only after the Embassy has received approval from the Ministry of Foreign Affairs in Baghdad. Visa approval can take as long as 8 weeks to be received by the Embassy. If desired, you may send in a high-quality color photocopy of your passport along with all other required documents listed below. You will be contacted when the visa approval has been received by the Embassy and you can send in your original passport at that time.

- One visa application form (attached), typed or completed on the attached fillable PDF, 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 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.

TRAVELERS VISITING THE U.S. EMBASSY IN BAGHDAD must also acquire:

- The U.S. Embassy must request visa approval directly from the Protocol Department of the Iraqi Ministry of Foreign Affairs in Baghdad. The visa approval, once granted, will be sent to the Iraqi Embassy in Washington.

TRAVELERS VISITING FAMILY IN IRAQ must also include:

- A letter of invitation from the family member to be visited in Iraq. Faxed or scanned copies are acceptable.

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.*

### 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

- Per the Embassy of Iraq, all travelers must present HIV test results upon entry to Iraq. The test results must be no more than 30 days old and must be certified by the Embassy. Please contact [Documents@g3visas.com](mailto:Documents@g3visas.com) for assistance with document certification.
- Travelers must enter Iraq no more than 90 days after their visa approval has been received by the Embassy.

### 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  
**IRAQ**

*There is No Substitute for Experience.*

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

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 15 Business Days	Priority 17 Business Days	Expedited 20 Business Days
Single Entry	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00

**G3 Service Fees**

Tourist or Transit	<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

*Visa processing times do not include the time required for visa approval; see page 1 for details.*

**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  
**IRAQ**

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:

رقم الاستمارة :  
تاريخ تنظيمها :  
رقم سمة الدخول :  
تاريخ منح السمة :  
تاريخ الدخول :



جمهورية العراق  
وزارة الداخلية  
المديرية العامة للسفر والجنسية  
مديرية الاقامة

Add  
image

## صحيفة اعمال الاجنبي لغرض طلب سمة الدخول الى الاراضي العراقية Visa Application Form for Visiting the Republic of Iraq

**Note: You must fill in all fields**

**ملاحظة : يجب ملء كافة الحقول**

Name & Surname : : الأسم الكامل والشهرة :  
Religion : : الديانة : male  ذكر female  أنثى  
Original Nationality : : الجنسية الاصلية : Current Nationality : : الجنسية الحالية :  
Country of birth : : بلد التولد : Date of Birth : : تاريخ الولادة : / /  
Previous Occupation : : المهنة السابقة : Current Occupation : : المهنة الحالية :  
Address of his Residence in his Country : : العنوان في بلده :  
Languages spoken or read : : اللغات التي يجيدها :

Nationality : : الجنسية : Wif's / Husband's name : : أسم الزوج/ الزوجة :  
Occupation : : المهنة : Place & date of birth : : محل وتاريخ التولد : / /  
Place of Husbands/Wife's work : : محل عمل الزوج/ الزوجة :

Issuing Country : : بلد إصدار الجواز : Passport Number : : رقم جواز السفر :  
Exp. Passport : : تاريخ انتهاء الجواز : / / : Date of Issue : : تاريخ الاصدار : / /  
Accompanied Persons : : المرافقون في الجواز :

Profession : : الاختصاص : Certificates : : الشهادة العلمية :  
Place of issuing Certificates : : جهة منح الشهادة :  
Date of Issuing Certificates : : تاريخ الحصول على الشهادة : / /

Place of Issuing Visa : : الجهة المانحة للسمة :  
Place Proceed from : : الجهة القادم منها :  
Place of Entering : : المنفذ الحدودي للدخول :  
Purpose of Entering Iraq : : الغاية من دخول العراق :  
Expected Time of residence in Iraq : : مدة البقاء المتوقعة في العراق :

Full Address for staying in Iraq : : العنوان الكامل للاقامة في العراق :  
Full Address for place of work in Iraq : : العنوان الكامل لموقع العمل في العراق :  
Name of contracting firm in Iraq : : أسم الجهة المتعاقد معها في العراق :

Number of Previous Entering to Iraq :  : عدد مرات الدخول السابقة الى العراق :  
 Date of the last pervious Entry to Iraq :  /  /  : تاريخ آخر دخول سابق للعراق  
 Previous Occupation in Iraq :  : الاعمال التي مارسها سابقا في العراق  
 Places of Precious Residence in Iraq :  : الاماكن التي اقام أو اتخذها مقرا له في العراق  
 Have you served in Diplomatic or Commercial service in Iraq & when :  : هل سبق له العمل في العراق في السلك الدبلوماسي او التجاري  
 Have you been relegated from Iraq before & when :  : هل تم ابعادك عن العراق سابقا ومتى :

## Children's Name, Age & Occupation

## أسماء الأولاد و اعمارهم ومهنتهم

Occupation/المهنة ومكان العمل	Date of Birth/تاريخ التولد	Name/الأسم	
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	2
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	3

## Countries Visited & Worked in

## الدول التي زارها او عمل فيها

Date of Work & Visited/تاريخ العمل او الزيارة	Kind of Work/نوع العمل	Name of Country/أسم الدولة	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	1
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	2
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	3

## References & their Adders in Iraq

## الاشخاص ذوي العلاقة بهم في العراق وعناوينهم

Full Address & phone Number /العنوان الكامل ورقم الهاتف	Nationality/الجنسية	Full Name/الأسم الكامل	
<input type="text"/>	<input type="text"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	2
<input type="text"/>	<input type="text"/>	<input type="text"/>	3

## تعهد الطرف العراقي عن الاجنبي أو العربي

: Signatuer / التوقيع  
 /  /  : Date / التاريخ

: الأسم  
 : العنوان الكامل ورقم الهاتف  
 : المهنة

### NOTE:

\*A person is legally responsible in case of give false information .  
 \*Color copy of valid passport and other documents required for visa application .

### ملاحظة :

\* يتحمل أي شخص يدلي بمعلومات غير صحيحة التبعات القانونية.  
 \* يتم جلب المستمسكات الخاصة بمنح السمة ونسخة ملونة من جواز السفر.

: Signatuer / التوقيع  
 /  /  : Date / التاريخ



## 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