



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.
- 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/>.
- One visa application Form 1419 (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 "Additional Information" Form 1221 (attached), signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One "Appointment of Authorized Recipient" Form 956 (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. This form will specify G3 as your agent. Please complete only Question 14 ("Client's Details," fill in your name and contact information) and Question 24 (date and sign the application).
- 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.
- A letter from their U.S. employer confirming employment and that the applicant will return to work after the visit to Australia. The letter must bear an original pen-to-paper signature of company representative other than the applicant. A sample letter is attached.
- A letter addressed to "Embassy of Australia" explaining the reason for the visit and the duration of stay, signed by the applicant. A sample letter is attached.

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](mailto: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: 855.266.0701, or email [ConciergeDesk@g3visas.com](mailto: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**

- Citizens of many nations are eligible for electronic visas (ETA or eVisitor visas). If you are a citizen of one of the nations listed below, please contact [ETA@g3visas.com](mailto:ETA@g3visas.com) to request the appropriate visa instructions.

*ETA eligible: USA, Brunei, Canada, Hong Kong, Japan, Malaysia, Singapore, and South Korea.*

*eVisitor eligible: Algeria, Argentina, Bahrain, Belarus, Brazil, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Egypt, Estonia, Former Yugoslav Republic of Macedonia (FYROM), Hungary, Kazakhstan, Kuwait, Latvia, Libya, Lithuania, Maldives, Micronesia, Moldova, Montenegro, Morocco, Nauru, Oman, Papua New Guinea, Poland, Qatar, Romania, Saudi Arabia, Serbia, Slovak Republic, Slovenia, Sudan, Tunisia, Turkey, United Arab Emirates, and Ukraine.*

- Visa processing times listed on the following page are approximate and may be extended. All visas are issued only after the Embassy receives approval from immigration authorities in Australia.

**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.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).
- 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.



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  
**AUSTRALIA** - TOURIST  
 SUBCLASS 600

*There is No Substitute for Experience.*

Applicable Fees

<b>Concierge Service</b> <input type="checkbox"/> \$175.00 <i>Extra</i>			
<b>Consular Fees for Visa Processing</b>			
Visa Type		Priority	
Tourist		7-8 Business Weeks	
		<input type="checkbox"/> \$135.00	
<b>G3 Service Fees</b>			
Tourist		<input type="checkbox"/> \$100.00	
<b>Return Delivery Fees</b>			
<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](http://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  
**AUSTRALIA - TOURIST**  
 SUBCLASS 600

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](mailto: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:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Priority

**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:



## Sample Tourist Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2015

Embassy of Australia  
Consular Section  
Washington, DC

Dear Visa Officer,

Jeremy Simmons (*insert your name*), is employed by Sample Products, Inc. (*insert the name of your company*) as a Regional Sales Director (*insert your position*). He has held this position since October 2009.

Mr. Simmons is planning a tourist trip to Australia on Monday, August 5 through August 17 (*dates of your trip*).

Mr. Simmons will return to work at Sample Products, Inc. (*Insert Company Name*) on Monday, August 19 after his return from Australia.

Please contact me should you have any questions regarding his employment. Thank you for your attention to his visa request.

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 Tourist Letter from Applicant

June 1, 2015

Embassy of Australia  
Consular Section  
Washington, DC

Dear Visa Officer,

I am planning a tourist trip to Australia on Monday, August 5 through August 17 (*dates of your trip*). During this trip I will attend the Bondi Beach Surf Camp for their August Intensive Surf Clinic.

I hold roundtrip tickets on Virgin Airlines and have reserved a room for the duration of my stay at the Waves Bondi Beach Hotel in Sydney.

I request that you issue me a single entry tourist visa valid for one month. (*Please specify the requested visa type and duration.*) I appreciate your attention to this matter.

Sincerely,

*Jeremy Simmons*

Jeremy Simmons  
South Africa passport number 123456789  
Telephone 555-123-4567

*This letter must bear the applicant's original signature in blue or black ink.*

Sample Letter