



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.
- One notarized copy of your 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, completed online at www.visa4uk.fco.gov.uk/, printed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. You will need to create an account to complete your application. A visa application fee must be paid online when the application is completed; the consulate will require an additional processing fee when the application is submitted.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Appointment Booking Confirmation with biometrics processing stamp from an Application Support Center (ASC) in your area. You will be prompted to make an appointment for biometrics processing while completing your application online. (Applicants requesting Emergency/Super Priority Visa Service must select "Super Priority Visa Appointment New York.") Visa applications must be submitted to the consulate no more than two weeks after the biometrics appointment.
- Copy of flight itinerary showing your name.
- Copy of hotel reservations showing your name. If you will stay with family or friends in the United Kingdom, submit a letter of invitation from your host.

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 company representative other than the applicant. A sample letter is attached.
- A letter of invitation from the company to be visited in the United Kingdom. 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, telephone number and email for a contact person at the overseas company. Faxes, scans, and copies are accepted. A sample letter is attached.

TOURIST TRAVELERS must also include:

- A recent original bank statement. The account number may be blacked out for privacy; do not obscure any other information.
- A letter from their U.S. employer confirming that the applicant will return to work after the visit to the United Kingdom. The letter must bear the original pen-to-paper signature of a company representative other than the applicant.

APPLICANTS REQUESTING EMERGENCY/SUPER PRIORITY PROCESSING must also include:

- One completed and signed "Super Priority Visa Service Terms and Conditions" form (attached).
- Applicants must pay a supplemental Super Priority Visa Processing fee online to the U.K. government after booking their biometrics processing appointment. This fee of \$936 is non-refundable and is paid at <https://www.vfsglobal.co.uk/ShoppingCart/Pages/Authorization.aspx>. Super Priority processing times are not guaranteed and are granted on a case-by-case basis.

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.

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: 855.266.0701, 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

- Holders of Permanent Resident Cards issued on or after April 21, 1998 do not require visas to transit the United Kingdom.
- Travelers of certain nationalities may be subject to longer visa processing times.
- Applicants requiring student visas or Tier 2 Skilled Worker visas should contact NYC@g3visas.com for visa requirements.
- Biometrics processing (fingerprinting) is conducted through U.S. Customs and Immigration Services offices that have been designated as Application Support Centers; locations across the United States are available. You will be prompted to make an appointment at a local office as you complete your application online.

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.
- 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
 60 East 42nd Street, 4th Floor, Suite 457
 New York, NY 10165
 888.448.4727 | NYC@g3visas.com

NEW YORK
UNITED KINGDOM

There is No Substitute for Experience.

Concierge Service \$175.00 Extra

Consular Fees for Visa Processing

Visa Type	Emergency/Super Priority 24-48 Hours	Mission Critical 3-6 Business Days	Priority 7-10 Business Days
Tourist	<input type="checkbox"/> All fees paid online	<input type="checkbox"/> \$201.50	<input type="checkbox"/> \$201.50
Business	Not Available	<input type="checkbox"/> \$201.50	<input type="checkbox"/> \$201.50
Flight Crew	Not Available	<input type="checkbox"/> \$201.50	<input type="checkbox"/> \$201.50
Transit	Not Available	<input type="checkbox"/> \$201.50	<input type="checkbox"/> \$201.50

Consular Fees listed above are in addition to visa application fees paid online at www.visa4uk.fco.gov.uk. Application fees may include a Health Surcharge if the applicant will remain in the UK for more than 6 months. Applicants requesting Super Priority service must also pay a non-refundable supplemental fee at <https://www.vfsglobal.co.uk/ShoppingCart/Pages/Authorization.aspx>.

G3 Service Fees

Tourist	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00
Business	Not Available	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00
Flight Crew	Not Available	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00
Transit	Not Available	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00

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

**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, 60 E. 42nd Street, 4th Floor, Suite 457, New York, NY 10165

212.433.1356 Phone | 888.448.4727 Toll Free | 646.666.7670 Fax | NYC@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 60 East 42nd Street, 4th Floor, Suite 457
 New York, NY 10165
 888.448.4727 | NYC@g3visas.com

NEW YORK
UNITED KINGDOM

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

The personal touch.

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: Mission Critical Priority Emergency

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:

SUPER PRIORITY VISA SERVICE Terms and Conditions

The Super Priority Visa Service is an Added Value Service and is payable in addition to the visa fee. UK Visas & Immigration aims to process Super Priority Visa Service applications within 24 hours of submission.

Customers applying in one of the following immigration routes are eligible to use this service:

- Tourist and short stay (visitor) visas
- [Points Based System Tier 2](#) applicants with authority to live in the USA
- [Points Based System Tier 5](#) applicants with authority to live in the USA or [Temporary worker \(Creative and Sporting\)](#) if currently in the USA for a similar purpose to the activity proposed to be undertaken in the UK.
- [Tier 4 student visas](#) - for applicants who are resident in the USA and are [subject to different documentary requirements](#) under Tier 4 of the Points Based System.

If you are applying for any other visa type or for a visa for a Commonwealth or British Overseas Territory you **should not** use the Super Priority Visa Service.

We strongly recommend that customers with any form of adverse immigration history do not use this service. Using the Super Priority Visa Service does not imply or guarantee that your visa application will be successful. All applicants must meet the requirements of the relevant UK Immigration Rules.

Please note:

- The Super Priority Visa Service fee is non-refundable once your biometrics have been enrolled.
- It will not always be possible for UK Visas & Immigration to process applications within 24 hours. In these circumstances we will let you know when you can expect your decision and whether your Super Priority Visa Service fee can be refunded.
- The amount paid for the Super Priority Visa Service will not be refunded if the visa is refused.
- The Terms and conditions of this Declaration and any disputes and claims arising out of its subject matter are to be governed by and construed in accordance with English Law. The English Courts shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Declaration.

I declare that I have read, understood and agree to the above Terms & Conditions

Name		GWF Reference	
Signature		Date	



Sample Business Letter From U.S. Company

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

November 15, 2014

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, February 2 through February 15, 2015 *(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.*****

November 15, 2014

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, February 2 through February 15, 2015 *(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.*****

November 15, 2014

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 January 11 to January 15, 2015. 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