



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.
- Two visa application forms (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.
- 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 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 letter of invitation from the company to be visited in the Republic of Congo. 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.

TOURIST TRAVELERS must also include:

- A copy of hotel reservations or a letter of invitation from a tourist agency or private host in the Republic of Congo. 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/>.

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.

Visa Requirements



VISA NOTES

- These instructions are for the Republic of Congo, also referred to as “Congo Brazzaville” after the name of the capital city. If you require instructions for the Democratic Republic of Congo (“Congo Kinshasa”) please contact G3.
- In addition to your valid visa and passport, when you enter the Republic of Congo be prepared to show your International Certificate of Vaccination for Yellow Fever and a copy of your hotel reservations or invitation letter from your host or business sponsor.

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.
- 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.

Special Services: ITAS & CLS

G3’s International Travel Application Service (ITAS) adds the following benefits:

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Questionnaires can be requested by contacting ITAS@g3visas.com.

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

G3’s Concierge Level Service (CLS) adds the following benefits:

You may utilize our dedicated Concierge email, CLS@g3visas.com, for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

ITAS, as described above, may be requested at no additional charge.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office. (Additional shipping fees will apply.)

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

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.

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 to confirm you have received it.

You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

Additional service fees apply to ITAS and CLS requests.



VISAS & PASSPORTS

WASHINGTON, DC
REPUBLIC OF CONGO

Applicable Fees

Consular Fees for Visa Processing			
Visa Type	Mission Critical 3 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Tourist	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00
Business	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00
Flight Crew	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00
G3 Service Fees			
Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Special Services			
<input type="checkbox"/> Concierge Level Service (CLS) \$95.00		<input type="checkbox"/> International Travel Application Service (ITAS) \$35.00	
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
<i>*These services may not be available for all delivery locations.</i>			

Send Completed Order Form and All Required Documents To:

G3 Visas & Passports, Attn: Visa Department, 3300 North Fairfax Drive, Suite 220, Arlington, VA 22201
703.276.8472 Phone | 888.883.8472 Toll Free | 703.524.3374 Fax | WashingtonDC@g3visas.com

www.g3visas.com



Send to: G3 Visas & Passports
 Attn: Visa Department
 3300 North Fairfax Drive, Suite 220
 Arlington, VA 22201
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
 REPUBLIC OF CONGO

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Traveler Names			
1		3	
2		4	

Visa Service	
Visa Type: <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Flight Crew <input type="checkbox"/> Other _____	Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited

Travel Details	
Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:
G3 Customer Number:	<input type="checkbox"/> N/A

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																									
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Approved Billing Terms Billing, P.O., Project or Reference Code# _____ For 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: _____	Total Fees from Applicable Fees Page <table border="1"> <thead> <tr> <th>FEE</th> <th># Travelers</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Consular Fee</td> <td>X _____</td> <td>= _____</td> </tr> <tr> <td>G3 Service Fee</td> <td>X _____</td> <td>= _____</td> </tr> <tr> <td>CLS/ITAS Fee</td> <td>X _____</td> <td>= _____</td> </tr> <tr> <td colspan="2">Return Delivery Fee</td> <td>_____</td> </tr> <tr> <td colspan="2">Subtotal</td> <td>_____</td> </tr> <tr> <td colspan="2">Add 5% for credit card convenience fee</td> <td>_____</td> </tr> <tr> <td colspan="2">Total Payment Enclosed</td> <td>_____</td> </tr> </tbody> </table>	FEE	# Travelers	TOTAL	Consular Fee	X _____	= _____	G3 Service Fee	X _____	= _____	CLS/ITAS Fee	X _____	= _____	Return Delivery Fee		_____	Subtotal		_____	Add 5% for credit card convenience fee		_____	Total Payment Enclosed		_____
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Embassy of the Republic of Congo - Visa Section
1720 16th Street, NW Washington, D.C 20009

DEMANDE DE VISA

Visa Application

Demande pour un visa de:

Visa application for

TRANSIT COURT SEJOUR LONG SEJOUR
Short stay *Long stay*

PHOTO
2 inches x 2 inches

1. Nom (<i>family name</i>)		
2. Prénoms (<i>given name/first name</i>)		
3. Nom de jeune fille (<i>maiden name</i>)		
4. Date de naissance (jour-mois-année) <i>Date of birth</i> (day-month-year)	5. Lieu de naissance (<i>Place of birth</i>)	7. Nationalité actuelle (<i>Current nationality</i>)
	6. Pays de naissance (<i>Country of birth</i>)	8. Nationalité à la naissance, si différente (<i>Nationality at birth if different</i>)
9. Sexe (<i>Sex</i>) <input type="checkbox"/> Masculin (<i>Male</i>) <input type="checkbox"/> Féminin (<i>Female</i>)	10. Etat civil (<i>marital status</i>) <input type="checkbox"/> Célibataire-single <input type="checkbox"/> Marié(e)-married <input type="checkbox"/> Séparé(e)-separated <input type="checkbox"/> Divorcé(e)-divorced <input type="checkbox"/> Veuf(veuve)-widow(er) <input type="checkbox"/> Autres (veuillez préciser) <i>Other (specify please)</i>	
11. Nom et prénom(s) du conjoint (<i>full spouse name</i>)		
12. Nombre d'enfants (<i>number of children</i>)	13. Age (<i>age</i>)	
14. N° du passeport (<i>passport n°</i>)	15. Délivré le (<i>date of issuance</i>)	
16. Expire le (<i>date of expiration</i>)	17. Profession (<i>occupation</i>)	
18. Nature et durée du visa sollicité (<i>type of visa and period of stay requested</i>)		
19. Motifs détaillés du voyage (<i>purpose of the journey</i>)		
20. Résidence actuelle (<i>current address</i>)	21. Etes-vous déjà venu au Congo? <input type="checkbox"/> OUI (<i>yes</i>) <input type="checkbox"/> NON (<i>no</i>) <i>Have you ever visited the Congo?</i>	
	22. Quand et où? (<i>when and where</i>)?	

23. Avez-vous déjà habité le Congo pendant plus de 3 mois? <input type="checkbox"/> OUI(yes) <input type="checkbox"/> NON(no) <i>Have you ever lived in the Congo for more than 3 months?</i>	
24. A quelle(s) date(s)? <i>On which date(s)?</i>	
25. Date d'arrivée et lieu d'entrée <i>Date of arrival and port of entry</i>	26. Date de départ et lieu de sortie <i>Date of departure and port of exit</i>
27. Indications de vos adresses exactes durant votre séjour <i>Indication of your exact addresses during your last stay in Congo</i>	
28. Comptez-vous installer un commerce ou une industrie au Congo? <input type="checkbox"/> OUI(yes) <input type="checkbox"/> NON(no) <i>Do you intend to set up a firm or manufacturing unit in Congo?</i>	
29. Où comptez-vous vous rendre en quittant le Congo? <i>Where do you intend to go when leaving the Congo?</i>	

Ma signature engage ma responsabilité et m'expose aux poursuites prévues par la loi en cas de fausse déclaration et à me voir refuser tout visa à l'avenir.

I hereby certify to the truth of all the above, I realize that any false statement renders me liable to legal suit, and that I may be denied any visa in the future.

Lieu et date <i>Place and date</i>	Signature (Pour les mineurs, signature de l'un des parents/du tuteur légal) <i>(For minors, signature of one of the parents/legal guardian)</i>
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OFFICIAL USE ONLY

AVIS ADMINISTRATIF

Fac-similé du visa apposé sur le passeport de l'intéressé

Visa n°.....

Pour permettre à Mr.....

De nationalité..... titulaire du present passeport de séjourner en

République du Congo pour une période de

Allant du au

WASHINGTON DC, LE



VISAS
& PASSPORTS

Sample Business Letter From U.S. Company

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

June 1, 2013

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 3 through August 17 *(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

(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



VISAS
& PASSPORTS

Sample Business Invitation Letter from Overseas Company

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

June 1, 2013

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 3 through August 17 *(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

(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



VISAS
& PASSPORTS

Sample Business Letter for Flight Crew

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

June 1, 2013

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 Cole

Date of Arrival #1: July 13, 2013 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2013 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



VISAS
& PASSPORTS

Sample Flight Crew Invitation Letter from Overseas Company

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

June 1, 2013

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 Cole

They will be in *(country)* from July 13 to July 20, 2013. 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