



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" (at least two side by side) and more than six months before expiry.
- ☐ Non-US citizens must also submit a copy of their US 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 (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.
- ☐ Three 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.
- ☐ Proof of accommodations: copy of hotel reservations or letter of invitation from private host.
- ☐ Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

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.

TOURIST TRAVELERS must also include:

- ☐ A letter from their US employer confirming employment and stating that the applicant will return to work after the trip. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Students should provide a letter from their school confirming enrollment.
- ☐ Copy of a recent pay stub.

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 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

- US citizens do not require visas to enter Panama. US travelers entering by air may purchase a tourist card on arrival for \$5.00. Sailors and yachtsmen entering Panama on their own boats are required to pay an entry permit fee of \$105 on arrival.
- Visas are not required for citizens of any nation who hold US Permanent Residency ("green card" status).
- The Embassy may be required to wait for visa approval from authorities in Panama for applicants of some nationalities. Should visa approval be required, processing times may be extended by up to 60 days.

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
3300 North Fairfax Drive, Suite 220
Arlington, VA 22201
888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
PANAMA

There is No Substitute for Experience.

Concierge Service ☐ \$175.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 3 Business Days	Priority 5 Business Days	Expedited 7 Business Days
Tourist Single Entry	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00
Business Single Entry	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00
Flight Crew Single Entry	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00

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

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, 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 Global Services
Attn: Visa Department
3300 North Fairfax Drive, Suite 220
Arlington, VA 22201
888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
PANAMA

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 ☐ 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



CONSULADO GENERAL DE PANAMA

SOLICITUD DE VISA *REQUEST FORM FOR VISA*

Lea cuidadosamente el formulario. No borre, ni tache. No deje espacios en blanco. En el caso que la interrogante no aplique a su solicitud, escribir "no aplica" (N/A).

Please read carefully. Do not erase or cross out. Do not leave spaces blank. If the question does not apply, please write "not applicable" or N/A.

1. NOMBRE COMPLETO / **FULL NAME:** _____
PRIMERO / **FIRST** SEGUNDO / **MIDDLE** APELLIDOS / **LAST**

2. NOMBRE USUAL / **OTHER NAMES USED:** _____

NOMBRE LEGAL / **LEGAL NAME:** _____

SEXO / **SEX** F ☐ M ☐

3. ESTADO CIVIL / **LEGAL STATUS:** casado / **married** ☐ soltero / **single** ☐ divorciado / **divorced** ☐
unido / **common law union** ☐ viudo / **widow** ☐ otros / **other** _____

4. NOMBRE DEL CONYUGE (aun si es divorciado) / **NAME OF SPOUSE (even if divorced):**

NACIONALIDAD DEL CONYUGE / **NATIONALITY OF SPOUSE:** _____

5. PASAPORTE No. / **PASSPORT No.** _____

PAIS QUE LO EXPIDE / **ISSUING COUNTRY:** _____

6. FECHA DE VENCIMIENTO / **EXPIRATION DATE:** _____

7. PAIS DE RESIDENCIA Y DIRECCION DEL SOLICITANTE / **COUNTRY OF RESIDENCE AND APPLICANT'S ADDRESS**

PAIS / **COUNTRY** ESTADO, PROVINCIA O DEPARTAMENTO / **STATE, PROVINCE OR DEPARTMENT**

CIUDAD / **CITY** AVENIDA, CALLE Y No. DE CASA O HABITACION / **AVENUE, STREET, HOUSE OR APT. NUMBER**

8. NUMERO DE TELEFONO _____, FAX _____ APARTADO POSTAL _____

TELEPHONE NUMBER:

9. CORREO ELECTRONICO: _____
EMAIL

10. NACIONALIDAD: _____ OCUPACION-PROFESION ACTUAL: _____

NATIONALITY

OCCUPATION

11. LUGAR DE TRABAJO Y NOMBRE DEL EMPLEADOR: _____

PLACE OF WORK AND EMPLOYER

12. FECHA (mm/dd/aaaa) Y LUGAR DE NACIMIENTO: _____

DATE (mm/dd/yyyy) AND PLACE OF BIRTH:

13.

RELIGION: _____
RELIGIOUS DENOMINATION:

14. DECLARE SI TIENE FAMILIARES O AMISTADES EN PANAMA (NOMBRE, PARENTESCO Y DOMICILIO) _____

DO YOU HAVE RELATIVES OR FRIENDS IN PANAMA (NAME, RELATION AND ADDRESS)

NOMBRE

PARENTESCO

DIRECCION

15. DIRECCION DEL HOTEL O SITIO DONDE VA A HOSPEDARSE EN PANAMA

ADDRESS OF HOTEL OR PLACE WHERE YOU WILL BE STAYING IN PANAMA

16. TELEFONOS DONDE SE LE PUEDE LOCALIZAR EN PANAMA:

TELEPHONE WHERE YOU CAN BE REACHED IN PANAMA

17. FECHA EN QUE PLANEA VIAJAR A PANAMA:

DATES YOU INTEND TO TRAVEL TO PANAMA

18. TIEMPO DE ESTADIA EN PANAMA (debe ser exacto): _____

LENGTH OF STAY IN PANAMA (must be precise)

19. MOTIVO DE VIAJE _____

REASON FOR VISIT

TURISMO/ **TOURISM**

ASISTIR A SEMINARIOS, FERIAS U OTROS EVENTOS/ **ATTEND SEMINARS, FAIRS OR OTHER EVENTS**

VISITAR A FAMILIARES (hasta 90 dias)/ **VISIT FAMILY (up to 90 days)**

HACER CONTACTOS DE NEGOCIOS/ **MAKE BUSINESS CONTACTS**

VISITAS COMERCIALES Y PROFESIONALES/ **COMMERCIAL AND PROFESSIONAL VISITS**

RECIBIR SERVICIOS MEDICOS AMBULATORIOS O TRATAMIENTOS CORTOS/ **RECEIVE AMBULATORY OR**

SHORT MEDICAL TREATMENTS

OTROS/ **OTHER**

SI VA A INGRESAR COMO INTEGRANTE DE UNA EXCURSION O CON UN PLAN DE TURISTA, DESCRIBIR:

IF VISITING AS PART OF A GROUP TOUR OR EXCURSION, PLEASE DESCRIBE:

20. DECLARE SI PIENSA SOLICITAR ALGUNA OTRA VISA DE NO RESIDENTE O PERMISO CUANDO INGRESA A PANAMA/ **STATE IF YOU INTEND TO APPLY FOR ANOTHER NON-RESIDENT CLASS VISA OR PERMIT WHEN YOU ENTER PANAMA:** SI/ **YES** ☐ NO ☐ (SIGA CON EL PUNTO No.24/ **GO ON TO No.24**)

21. QUE VISA O PERMISO DESEA SOLICITAR EN PANAMA

WHAT VISA OR PERMIT DO YOU INTEND TO APPLY FOR IN PANAMA

VISA MULTIPLE DE NO RESIDENTE/ **MULTIPLE NON-RESIDENT VISA**

PERMISO DE RESIDENTE TEMPORAL/ **TEMPORARY RESIDENT PERMIT**

PERMISO DE RESIDENTE PERMANENTE/ **PERMANENT RESIDENT PERMIT**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

22. EN EL CASO DE QUE SU INTENCION SEA SOLICITAR UNA RESIDENCIA TEMPORAL O PERMANENTE DECLARE: QUE PERMISO DE RESIDENCIA APLICARA (debe ser exacto) **IF YOUR INTENTION IS TO APPLY FOR A TEMPORARY OR PERMANENT RESIDENCY, STATE, WHICH RESIDENCY PERMIT ARE YOU APPLYING FOR:**

23. ¿COMO PIENSA SUBSISTIR? _____

HOW DO YOU PLAN TO FINANCE YOUR STAY?

- A) EJERCENDO LA PROFESION DE/ **WORKING AS A**
B) SI EL MOTIVO ES ESTUDIOS, ESPECIFICAR: CENTRO EDUCATIVO _____
IF YOU ARE GOING TO STUDY, SPECIFY: EDUCATIONAL INSTITUTION
NOMBRE Y DURACION DE LA CARRERA _____ (Debe adjuntar carta original de admisión, de una institución reconocida por el Ministerio de Educación). NAME AND LENGTH OF COURSE (Please include original letter of Admissions of an accredited insitution with the Ministry of Education)
C) DEPENDIENTE DE MADRE, PADRE, CONYUGE, HIJOS MAYORES DE EDAD (Especifique)
DEPENDENT OF MOTHER, FATHER, SPOUSE, ADULT CHILDREN (Specify)
D) RENTISTA O JUBILADO/ **PENSIONER OR RETIRED**
E) SOLVENCIA ECONOMICA PROPIA/ **ECONOMICALLY SELF-SUFFICIENT**
F) INVERSIONISTA/ **INVESTOR:**
G) TENGO PROMESA DE TRABAJO EN LA EMPRESA/ **I HAVE A COMMITMENT WITH**
H) CONTRATADO POR EL GOBIERNO, ESPECIFIQUE/ **GOVERNMENT CONTRACT, SPECIFY**
I) COMO EJECUTIVO EN LA ZONA LIBRE DE COLON/ **AS EXECUTIVE WITH THE COLON FREE ZONE**
J) REMUNERADO DESDE EL EXTERIOR POR LA EMPRESA/ **REMUNERATED FROM ABROAD BY COMPANY**
K) OTROS/ **OTHER**

24. DETALLE SI HA ESTADO ANTERIORMENTE EN PANAMA Y AÑO _____

GIVE DETAILS OF PREVIOUS VISITS TO PANAMA AND DATES

25. ALGUNA VEZ SE LE HA AUTORIZADO UNA VISA DE PANAMA: SI/ **YES** ☐ NO ☐

HAVE YOU EVER BEEN GRANTED A VISA TO PANAMA

ESPECIFIQUE TIPO DE VISA (TURISTA, PERMISO DE RESIDENCIA, MULTIPLE)

26. SI TIENE VISAS VIGENTES DE OTROS PAISES, INDIQUE CUALES _____

IF YOU HAVE VALID VISAS FOR OTHER COUNTRIES, STATE WHICH

27. ALGUNA VEZ SE LE HA NEGADO O REVOCADO UNA VISA O RESIDENCIA DE PANAMA. ESPECIFIQUE TIPO DE VISA, PERMISO Y FECHA _____

HAVE YOU EVER BEEN DENIED A VISA OR RESIDENCY IN PANAMA OR HAVE HAD ONE REVOKED. IF YES, SPECIFY WHAT TYPE OF VISA, PERMIT AND DATES

28. NOMBRE Y FIRMA DEL SOLICITANTE _____

NAME AND SIGNATURE OF APPLICANT

29. ALGUNA PERSONA HA LLENADO ESTE FORMULARIO POR USTED: SI/ **YES** ☐ NO ☐

HAS SOMEONE HELPED YOU IN FILLING OUT THIS APPLICATION

30. NOMBRE Y FIRMA DE LA PERSONA QUE HA LLENADO EL FORMULARIO POR USTED _____

NAME AND SIGNATURE OF PERSON WHO FILLED OUT THIS APPLICATION FOR YOU

31. ES USTED RESIDENTE DE ALGUN OTRO PAIS DISTINTO AL DE SU NACIONALIDAD: SI/ **YES** ☐ NO ☐

ARE YOU A RESIDENT OF ANY OTHER COUNTRY DIFFERENT FROM YOUR NATIONALITY

31. DE QUE PAIS ES RESIDENTE (Adjuntar copia legible del carné o documentación que acredite la residencia) _____

OF WHICH COUNTRY ARE YOU A RESIDENT (Attach legible copy of resident card or documentation that certifies residency)

Certifico que he leído y comprendido todas las preguntas que aparecen en esta solicitud y que las respuestas que he dado en este formulario son correctas a mi mejor saber y entender. Entiendo que cualquier declaración falsa o engañosa puede dar como resultado la negativa permanente de una visa o de mi entrada a Panama. Comprendo que la posesión de una visa no garantiza al portador el derecho de entrar a Panama, si al llegar a un puesto de entrada al país se determina que no tengo ese derecho.

I certify that I have read and understood all the questions in this application and that the answers I have given are, to the best of my knowledge and understanding, correct. I understand that any false or misleading statement can result in the permanent negation of a visa or my arrival in Panama. I understand that the possession of a visa does not guarantee the holder the right to enter Panama, if upon arrival in a port of entry to the country, it is determined that I do not have that right.

NOMBRE Y FIRMA DEL SOLICITANTE / **NAME AND SIGNATURE OF APPLICANT** _____
FECHA / **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 Business Letter for Flight Crew

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

November 15, 2014

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: January 11, 2015 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: City
Aircraft/Flight: N506AB

Date of Departure #1: January 15, 2015 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.)