

## Required Documents Checklist

**ALL TRAVELERS must include the following documents in your package to G3:**

- ☐ Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- ☐ Non-US citizens must provide their original Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- ☐ One signed visa application Summary Sheet. The visa application must be filled in online at <https://www.visas.inis.gov.ie/avats/OnlineHome2.aspx> ; the Summary Sheet can be printed after the application is completed online.
- ☐ One completed and signed Statement of Undertaking (see attached).
- ☐ One passport-style (2"x2") photograph taken within the last 6 months, on photo paper and with a plain white background.
- ☐ Copy of flight itinerary
- ☐ Copy of hotel reservations.
- ☐ Original health insurance card. This will be returned with your completed visa.
- ☐ Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.

**BUSINESS TRAVELERS must also include:**

- ☐ A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee. It must be on letterhead and signed by a representative of the company other than the applicant. A sample is attached.
- ☐ A letter of invitation from the organization to be visited in Ireland. Faxed or scanned copies are acceptable. (Sample attached.)

### NOTES:

\*Multiple entry visas are issued only at the consulate's discretion, and may not be available for all travelers. A single entry visa may be issued for some multiple entry requests.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	4 Business Days	7 Business Days	10 Business Days
Single Entry	\$142.00	\$122.00	\$102.00
Multiple Entry*	\$196.00	\$176.00	\$156.00

### G3 Processing Fees

Visa Type	4 Business Days	7 Business Days	10 Business Days
Tourist	\$90.00	\$70.00	\$60.00
Business	\$100.00	\$80.00	\$60.00



☐ Concierge Level Service Requested  
An additional service fee of \$50 per visa will apply.

# Visa Order Form IRELAND

## Traveler Information

1. Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
2. Traveler Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

## Shipping and Contact Information

*This must be a physical address for FedEx delivery; no P.O. Boxes.*

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Apt. /Suite: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
*Please provide an email address so we may send you shipping and status updates.*

## Concierge Level Service

☐ Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone call confirming package receipt in G3's office.
- Personal telephone calls confirming visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email and emergency page number.

*An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on [www.g3visas.com](http://www.g3visas.com) for a description of G3's standard service offering.*

## Send This Form and All Required Documents To:

**G3 Chicago:**  
312.704.8472 Phone  
800.830.8472 Toll Free  
312.704.8150 Fax  
[chicago@g3visas.com](mailto:chicago@g3visas.com)

**Attn: Visa Department**  
11 East Adams  
Suite 1605  
Chicago, IL 60603

[www.g3visas.com](http://www.g3visas.com)

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

## Travel Details

Date of US Departure: \_\_\_\_\_  
I must have my passport no later than: \_\_\_\_\_

Other visas or passport services requested:

## Return Shipping

*Passports will be returned via Federal Express.*

Select One:

- |  |             |
|--|-------------|
| <input type="checkbox"/> 3 Business Day Delivery     | \$16.00     |
| <input type="checkbox"/> Standard Overnight Delivery | \$25.00     |
| <input type="checkbox"/> 8 AM Delivery**             | \$80.00     |
| <input type="checkbox"/> Saturday Delivery**         | \$40.00     |
| <input type="checkbox"/> Same Day Delivery**         | Please Call |
| <input type="checkbox"/> International Delivery**    | Please Call |

*\*\*These services may not be available for all delivery locations.*

## Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- ☐ Credit Card ☐ Check (company or certified)  
☐ Approved Billing Terms

Billing, P.O., Project or Reference Code # \_\_\_\_\_

## Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Concierge Level Service (Optional)	_____	x _____	= _____
Shipping Fee	_____		= _____
Subtotal:			_____
Add 5% fee for credit card processing:			_____
Total Payment Enclosed:			_____

## For Payment Via Credit Card:

*American Express, Discover, MasterCard and Visa only*

Name as it appears on card: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
Security Code: \_\_\_\_\_  
(Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature: \_\_\_\_\_

## Statement of Undertaking – Applicant Form

The Department of Justice, Equality, and Law Reform makes the following requirement for persons applying for a visit/holiday visa to Ireland. Please read this information carefully and consult the Department's website ([www.justice.ie](http://www.justice.ie)) for a full list of visa requirements.

Requirement:	Important notes:
A written undertaking both from yourself and your reference that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the State on the expiration of your permission to remain	<ul style="list-style-type: none"><li>▪ Failure to observe the conditions of your visa, or to overstay will have implications for any future visa applications you make, or may have implications for your reference.</li><li>▪ Failure to include all listed documentation will result in the refusal of your application.</li><li>▪ The provision of false, fraudulent or misleading information will result in refusal and no appeal will be permitted.</li><li>▪ The provision of all the documentation listed in no way guarantees that a visa will be granted.</li></ul>

**You can meet this requirement by completing this form, agreeing to the statement below, and having your reference in Ireland complete a similar declaration:**

1. I will abide by the conditions of the visa granted to me, I will be financially responsible for my visit to Ireland, and I will leave Ireland on the expiration of my permission to remain. I understand that failure to observe the conditions of my visa or overstaying my visa will have implications for any future visa applications that I make, and may have implications for my reference in Ireland.

2. My accommodations will be provided by:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

3. My departure date from Ireland is:

\_\_\_\_\_

Day

Month

Year

Signed:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Sample Business Letter from U.S. Company

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

June 1, 2011

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

Jeremy Simmons *(Insert your name)*, Vice President *(Insert your position)*, International Public Policy, East Coast Promotions, Inc. *(Insert the name of your company)* is planning a business trip to *(Country you are traveling to)* on Monday, August 3 through August 17 *(Dates of your trip)*. During this trip he has scheduled meetings to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford *(Insert Name of Contact)* at:

Overseas Company Name

Street Address

City, Country Zip code

Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(Country you are traveling to)*.

He requests that you issue a *(insert type and duration of visa)* visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart *(Please have someone other than the applicant sign this letter.)*

Senior Vice President

East Coast Promotions, Inc.



# Sample Business Invitation Letter from Overseas Company

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

June 1, 2011

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons *(Insert your name)*, Vice President *(Insert your position)*, International Public Policy, East Coast Promotions, Inc. *(Insert the name of your company)* to visit *(Country you are traveling to)* on Monday, August 3 through August 17 *(Dates of your trip)*. During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford *(Insert Name of Contact)* at:

Company Name

Street Address

City, Country Zip code

Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(Country you are traveling to)*.

We request that you issue a *(insert type and duration of visa)* visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith

Executive Officer

Overseas Company, Inc.

