



**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.
- ☐ Copy of the International Certificate of Vaccination for Yellow Fever.

**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 Gabon. 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.
- ☐ Please mark on your application that the purpose of journey is "V.I.P to meet."

**TOURIST TRAVELERS must also include:**

- ☐ A copy of hotel reservations or confirmed tour itinerary from a tour operator. If visiting friends or family in Gabon, submit a letter of invitation from the private host, notarized by the local mayor's office or immigration services office in Libreville (CEDOC). 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/>.

*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**

- Visas for Gabon are issued for multiple entries. Short-term visitors to Gabon are normally permitted to stay for up to 90 days.
- Applications for Expedited and Priority processing are accepted by the Embassy only on Thursdays and Fridays. Please keep this in mind when selecting your processing speed.
- In addition to your valid visa and passport, when you enter Gabon be prepared to show your original 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. 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  
3300 North Fairfax Drive, Suite 220  
Arlington, VA 22201  
888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**GABON**

*There is No Substitute for Experience.*

**Concierge Service** ☐ \$175.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 48 Hours	Priority 6 Business Days	Expedited 12 Business Days
Tourist	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$145.00
Business	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$145.00
Flight Crew	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$145.00

**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](http://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  
**GABON**

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

*Because you deserve it.*

[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: ☐ 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

**AMBASSADE DE LA REPUBLIQUE GABONAISE  
AUX ETATS UNIS**

Nom  
Name: .....

NOM DE JEUNE FILLE  
Maiden name :  
.....

NE LE ..... à .....  
Born on Place of Birth

PRENOMS  
First name :  
.....

D'ORIGINE  
of birth:.....

NATIONALITE  
Citizenship

ACTUELLE  
Now:.....

SITUATION DE FAMILLE ENFANTS AGES  
Family status: ..... Children: ..... Ages: .....

DOMICILE HABITUEL  
Permanent Address : .....

Photographic  
Photograph

RESIDENCE ACTUELLE  
Present Address.....

TELEPHONE..... PROFESSION.....  
Area Code.....

DATE D'ENTRÉE AU GABON  
Date of entry in Gabon.....

PAYS DE PROVENANCE  
Arriving from.....

No.de Passeport  
Passport.....

COMBIEN DE TEMPS RESTEREZ-VOUS AU GABON?  
How long do you intend to stay in Gabon? .....

Délivré le  
Date of issue.....

DATE DU DEPART DU GABON NO. DE VOL  
Date of Departure ..... Flight No .....

Par  
By whom.....

PAYS DE DESTINATION NO. DE VOL  
Destination ..... Flight No .....

Valable jusqu' a  
Valid until.....

AVEZ-VOUS DEJA HABITE LE GABON PENDANT PLUS DE 3 MOIS  
CONSECUTIFS?  
Have you already lived in Gabon longer than 3 months without interruption?.....  
PRECISEZ QUELLES DATES

When?.....

INDICATION PRECISE DU LIEU D'ENTRÉE AU GABON.

Indicate port of entry.....

Visite de courtoisie : ☐ Tourisme : ☐ Officiel : ☐ Affaires : ☐

MOTIFS DU VOYAGE :

Purpose of journey

Courtesy visit: ☐ Tourism: ☐ Official Business: ☐ v.i.p. to meet: ☐

Indiquez avec précision les noms et les adresses exactes des commerçants ou des industries que vous désirez rencontrer s'il s'agit d'un voyage d'affaires.

Indicate precisely the names and addresses of merchants and industrialists you wish to meet on your business trip.

.....  
.....

Attaches familiales au Gabon (adresses exactes)

Family connections in Gabon (exact addresses).....

.....

Références dans le pays de résidence.

References in the country of applicant's residence.....

.....

Indication de vos adresses pendant votre séjour au Gabon.

Indicate your exact addresses in Gabon during your stay there.....

.....

Comptez-vous installer au Gabon un commerce ou une industrie?

Do you intend establishing a business or industry in Gabon?.....

Où comptez-vous rendre en sortant du Gabon?

Where do you intend proceeding to when leaving Gabon?.....

Vous engagez-vous à n'accepter aucun emploi rémunéré ou non Durant votre séjour au Gabon, à ne pas chercher à vous y installer et à QUITTER LE TERRITOIRE GABONAIS À L'EXPIRATION DU VISA qui vous sera éventuellement accordé ?

Do you undertake during your stay in Gabon not to accept any employment, paid or unpaid, or to try to settle there permanently and to leave Gabonese territory on the expiration of the visa granted to you?.....

Ma signature engage ma responsabilité et m'expose en sus de poursuites prévues par la loi en cas de FAUSSE DECLARATION, à me voir REFUSER TOUT VISA À L'AVENIR.

My signature binds me and makes me liable to prosecution in case of false declaration and to refusal of my visa in the future.

A.....date.....20.....



## 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.)*





## 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 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