

## Required Documents Checklist

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

- Your original valid signed passport. It must have at least one blank visa page and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and original I-94.
- One completed and signed visa application form (see attached).
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background. Non-US citizens must provide four photos.
- Copy of bank statement reflecting a balance of at least \$500. Account numbers may be blacked out for privacy; do not obscure any other information.
- Copy of flight itinerary

BUSINESS and FLIGHT CREW 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 Thailand.\* Faxed or scanned copies are acceptable. (Sample attached.)
- A copy of the Thai company's business license or registration. (This may or may not be requested according to consular discretion; to prevent delays in visa processing, G3 recommends the license or registration copy be submitted.)

### NOTES:

U.S. Citizens visiting Thailand for tourist trips of less than 30 days do not need to acquire visas in advance of travel. If you are intending to stay longer than 30 days, you must obtain a visa in advance. Visas may not be extended in Thailand.

\*For multiple entry visa requests, the letters from both the US company and Thai company must request multiple entries and must show at least two entry and exit dates.

Citizens of the following countries should contact G3 for additional requirements: Afghanistan, Bangladesh, India, Nepal, Pakistan, Sri Lanka, the People's Republic of China, the People's Republic of Korea, Nigeria, Algeria, Egypt, Iran, Iraq, Lebanon, Libya, Palestine, Sudan, Syria, Yemen.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	3 Business Days	6 Business Days
Tourist Single Entry	\$100.00	\$75.00
Tourist Double or Triple Entry	\$225.00	\$205.00
Business/Flight Crew Single Entry	\$105.00	\$85.00
Business/Flight Crew Multiple Entry*, 1 year	\$225.00	\$205.00

### G3 Processing Fees

Visa Type	3 Business Days	6 Business Days
Tourist	\$90.00	\$60.00
Business	\$105.00	\$65.00
Flight Crew	\$105.00	\$65.00



VISAS & PASSPORTS

WASHINGTON, DC

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form THAILAND

Traveler Information
1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

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

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 (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery\* \$80.00
Saturday Delivery\* \$40.00
Same Day Delivery\* Please Call
International Delivery\* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- 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 calls confirming package receipt in G3's office, 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 address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable 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:
Embassy Fee x # of Travelers =
G3 Processing Fee x =
Concierge Level Service (Optional) x =
Shipping Fee =
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 Washington, DC: Attn: Visa Department
703.276.8472 Phone 3300 N Fairfax Drive
888.883.8472 Toll Free Suite 220
703.524.3374 Fax Arlington, VA 22201
info@g3visas.com
www.g3visas.com

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:

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.

## Two Passport-size Photographs

Photographs must have a light color background with a full-face view of the person without wearing a hat or dark glasses. Photos must be taken within 6 months.



Visa Section  
 Royal Thai Embassy  
 1024 Wisconsin Avenue, N.W., Suite 101  
 Washington, D.C. 20007  
 http://www.thaiembdc.org  
 Email : visa@thaiembdc.org  
 Tel (202) 298-4817 Fax (202) 944-3641

## VISA APPLICATION

NOTE : To process your application, this application form must be fully completed and accompanied by all the required documents.

<b>1</b>	<i>Please check appropriate box for visa type requested.</i>		
	<input type="checkbox"/> Non-Immigrant Visa <input type="checkbox"/> Tourist Visa* <input type="checkbox"/> Transit Visa*	Number of entries requested ..... entry (ies)	<input type="checkbox"/> Diplomatic Visa <input type="checkbox"/> Official Visa <input type="checkbox"/> Courtesy Visa
	<i>Non-immigrant visa applicant must submit an invitation letter/proofs from persons/institutions concerned stating the purpose of visit and the length of stay.</i>		
	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	<input style="width: 100%;" type="text"/> <i>Last Name</i>	<input style="width: 100%;" type="text"/> <i>First Name</i>
		<input style="width: 100%;" type="text"/> <i>Middle Name</i>	
<b>2</b>	Date of Birth ..... Nationality ..... Nationality at Birth ..... Place of Birth ..... Occupation ..... Present Address ..... City ..... State ..... Zip code ..... Home phone (.....) ..... Office phone (.....) ..... Cell phone (.....) ..... E-mail..... Permanent address (if different from above) .....		
<b>3</b>	Current Passport No. .... Issued at ..... Date of Issue ..... Date of Expiry ..... Permanent Resident Card (Green card) No. .... Date of Expiry .....		
<b>4</b>	Purpose of visit ..... Date of arrival in Thailand ..... Length of stay ..... Traveling by ..... Date of previous visits to Thailand ..... <small>( Air, Train, or Ship)</small> Place to stay in Thailand ..... Tel : .....		
<b>5</b>	Reference person and address in U.S.A. .... Tel : ..... Email ..... Reference person and address in Thailand ..... Tel : ..... Email .....		
<b>6</b>	_____ Signature of Applicant Date * ATTENTION FOR TOURISTS AND TRANSIT VISA APPLICANTS ONLY : You declare that the purpose of your visit to Thailand is for pleasure only and that in no case shall you engage yourself in any profession or occupation while in the country.		
<b>FOR OFFICIAL USE</b>			
Type of visa and No. ....		Classification .....	
Date of Issue .....		Fees .....	
Expiry Date .....			
		Signature ..... Secretary of the Embassy	

# 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 Letter For Flight Crew

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

June 15, 2011

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

To Whom It May Concern:

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 (*name of your flight department*)

Pilots:                      Primary Captain(s):  
                                    Backup(s):

First Officer              Primary:  
                                    Backup:

Flight Attendant        Primary:

**Date of Arrival #1:** July 13, 2009                      Date of Arrival #2 (*if applicable*)

Airport of Arrival:      *City*

Aircraft/Flight:        N506AB

**Date of Departure #1:** July 20, 2009                      Date of Departure #2 (*if applicable*)

Airport of Departure: *City*

Aircraft/Flight:        N506AB

Reason for Travel:      Transporting executives

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 give me a call directly at (*contact number*).

Best Regards,

(*Signature here, must be signed by someone **other** than the applicants*)

Title

# 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.