



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.
- Non-US Citizens must also include a copy of the 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/>.
- 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.
- Two identical passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background). One of the photos must be notarized.
- Completed Police Report Form (see attached). The applicant should fill out Section A, then print the form and take it to their local police station to have an officer complete Section B. A standard Certificate of Good Contact may be substituted.
- Copy of flight itinerary.
- Copy of hotel reservations or a letter of invitation from a private host in Fiji.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure 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.

Visa Requirements

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.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
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 within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- US citizens do not require visas to Fiji for stays of four months or less. Citizens of many other countries may also enter Fiji without a visa.
- Holders of US Refugee Travel Documents are required to obtain visas in advance of travel.
- The Embassy of Fiji is required to wait for visa approval for visa requests from citizens of select nations. Should visa approval be required, processing times may be extended by two weeks or more.

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.
- 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.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
FIJI

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 14 Business Days	Priority 18 Business Days	Expedited 21 Business Days
Tourist Visa Single Entry	<input type="checkbox"/> \$71.00	<input type="checkbox"/> \$71.00	<input type="checkbox"/> \$71.00
Business Visa Multiple Entry	<input type="checkbox"/> \$126.00	<input type="checkbox"/> \$126.00	<input type="checkbox"/> \$126.00

G3 Service Fees

Tourist	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

Return Delivery Fees

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<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, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
FIJI

VisaOrderForm

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#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service 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"/>
Passport Protection Plan	<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



REPUBLIC OF FIJI

APPLICATION FOR A VISITOR VISA FOR FIJI

Attach 3 passport-size photographs

Each person is required to pay a visa fee on application.
The visa fee is not refundable.

1 FULL NAME: SURNAME/FAMILY NAME FIRST
Mr/Mrs/Miss _____

2 DATE OF BIRTH _____ 3. PLACE OF BIRTH _____

4 NATIONALITY _____

5 MARITAL STATUS (Single/Married/divorced) _____

6 HOME ADDRESS _____ TEL NO. _____

7 OCCUPATION _____

8a EMPLOYER _____

8b ADDRESS _____ TEL NO. _____

9 PASSPORT NUMBER _____ 10. DATE OF ISSUE _____

11 PLACE OF ISSUE _____ 12. EXPIRY DATE _____

13 DETAILS OF CHILDREN WHOSE NAMES ARE IN YOUR PASSPORT WHO ARE INCLUDED IN THIS APPLICATION

	NAME	SEX	DATE OF BIRTH	PLACE OF BIRTH
(a)				
(b)				
(c)				

14 FULL ADDRESS IN FIJI _____

15 REASON FOR VISIT TO FIJI _____

16 PROPOSED DATE OF ARRIVAL IN FIJI _____

17 PROPOSED DURATION OF STAY _____

18 SOURCE OF FINANCIAL SUPPORT IN FIJI _____

19 ARRIVAL FROM _____

20 NEXT COUNTRY OF VISIT _____

21 DETAILS OF ONWARD/RETURN TICKETS _____

22 HAVE YOU EVER APPLIED FOR A WORK, RESIDENCE OR STUDENT PERMIT BEFORE ? (if Yes please give details)

23 HAVE YOU OR ANYONE INCLUDED IN THIS APPLICATION EVER APPLIED FOR A FIJI VISA BEFORE ?
(if Yes, give details of each application as follows:)

DATE AND PLACE OF APPLICATION _____

RESULT OF APPLICATION (GRANTED OR REFUSED) _____

VISA NUMBER (IF GRANTED) _____

24	DO YOU HAVE ANY CONTACTOR IMMEDIATE FAMILY IN FIJI? (if yes, please provide details)		
	NAME	RELATIONSHIP	RESIDENTIAL ADDRESS

25 HAVE YOU OR ANYONE INCLUDED IN THIS APPLICATION: (if you answer YES to any of these questions, give details)

(a) Afflicted with contagious or infectious disease or mental disorder _____

(b) Used or been addicted to or trafficked on narcotics _____

(c) Been convicted of or have any charges outstanding on a criminal offence in any country _____

(d) Been reported or excluded from any country _____

28 DECLARATION:

I DECLARE THAT;

(i) The information given in this application is true and correct to the best of my knowledge and belief.

(ii) I have access to sufficient funds to support myself and anyone else included in this application.

(iii) I have the necessary visa (where applicable) to the next country of visit after Fiji and will leave at or before the end of the authorised period of stay.

(iv) Will not apply for a permit of work, reside or study while in Fiji.

(v) I understand that false or misleading information give in relation to this application could result in the Cancellation of the visa and liability for prosecution and deportation.

Signature _____ Date _____

FOR OFFICIAL USE ONLY

FEE _____ RR N° _____

VISA SERIAL NUMBER _____ DATE _____

REMARKS _____



EMBASSY OF THE REPUBLIC OF THE FIJI ISLANDS

2233 Wisconsin Avenue, NW, Suite 240
Washington, D.C. 20007

TELEPHONE (202) 337-8320 FAX (202) 337-1996

POLICE REPORT

(Section A of this report should be completed by the applicant and forwarded to the Officer-in-Charge, Criminal Records office, Police Department at his normal place of residence).

SECTION A

Name (in full) _____

Date of Birth _____ Place of Birth _____

Social Security No. _____ Alien Registration No. _____

Nationality _____ Passport No. _____

Date & Place of Issue of Passport _____ Exp. Date _____

Occupation _____

Address (Business) _____ Telephone _____

Address (Home) _____ Telephone _____

I declare that the information above is, to the best of my knowledge, true. I hereby authorize the police to carry out a check on my records and to forward the report to the Visa Officer, Embassy of Fiji, 2233 Wisconsin Avenue, N.W., Suite 240, Washington, D.C. 20007.

Signature of Applicant _____ Date _____

SECTION B

For completion by the Police Officer. Please record any criminal or civil action pending. This is to certify that we have searched the records for the above-named individual.

Our records indicate the following (Please encircle one): Record* No Record

*If record, please indicate.

Records check made by _____ Date _____

Designation _____

Address _____



Sample Business Letter From U.S. Company

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

June 15, 2016

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 2 through August 15, 2016 *(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 Letter



Sample Business Letter for Flight Crew

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

June 15, 2016

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: August 11, 2016 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016 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