

AMERICAN VISA OF DC
1801 Columbia Rd., NW #200, Washington, DC 20009
Tel: 202-462-5908 Fax: 202-387-5430

Email: info@americanvisadc.com or avodc@aol.com www.americanvisadc.com

THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC

GHANA

Visa Requirements:

- Signed Passport valid for six months with at least one blank visa page.
- One visa application form completed and signed. Regular process and Rush process have separate forms (*see attached below*)
- Two color passport sized photos 2" x 2" ONLY, on white background.
- Copy of flight itinerary from the travel agent or a copy of tickets (tourist visa).
- Copy of a recent bank statement (tourist visa).
- Copy of Hotel confirmation and any tour operator information/confirmation (tourist visa).
- Invitation letter from the company in Ghana on their letterhead, signed and dated (business visa)
- A letter of financial responsibility from the company in the U.S.A. (business visa).
- Notarized authorization, birth certificate copy, copy of parents passport/visa (*attached*) (minors)
- Copy of the Green Card (For Non-U.S. Citizens).

Validity of Visas: Single entry visas are valid for three months, and multiple entry visas are valid for one year.

Jurisdiction: Residents of all states can be processed in Washington DC.

Contact Person's Name: _____ Phone and email: _____

SHIPPING INSTRUCTIONS: *Return completed process to:*

Company Name (If applicable): _____ Contact Name _____
 Address _____ Apt#/Mail Code _____
 City _____ State _____ Zip Code _____
 Phone # _____ Email Address _____

TRAVELER(S) INFORMATION:

Departure Date from U.S.A.: _____ **Need by this date:** _____ *Rush fees **will be** applied to meet this date **if necessary**

1) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____ / ____ / ____

2) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____ / ____ / ____

Processing Fees Per person: (please check one)

Processing Time:	American Visa of DC Fee:	Ghana Embassy Fee:	Money Order Fee:	Fed Ex Shipping Fee:	TOTAL
8 - 14 Business days single entry:	\$65	\$60	\$25	\$30	\$180
3 - 7 Business days single entry:	\$125	\$100	\$25	\$30	\$280
1 - 2 Business days single entry:	\$150	\$100	\$25	\$30	\$305
8 - 14 Business days multiple entry:	\$65	\$100	\$25	\$30	\$220
3 - 5 Business days multiple entry:	\$125	\$200	\$25	\$30	\$380
1 - 2 Business days multiple entry:	\$150	\$200	\$25	\$30	\$405

PAYMENT: (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name _____ Number _____ Exp. Date: _____

Signature _____ Today's Date: _____

Check or Money Order made out to "American Visa of DC" for \$ _____ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. Requirements and fees relating to this request are subject to change without notice.



Application for Ghana Entry Permit/Visa

RUSH SERVICE

Embassy of Ghana Washington DC.

For Official Use Only

Visa No.: _____
 Type of Visa: _____
 Date of Issue: _____
 Issuing Officer: _____
 Charges: _____

Attach recent passport size photograph here



Single Entry Rush \$100.00
 Multiple Entry Rush \$200.00
NO PERSONAL CHECKS

FILL WITH BLACK INK ONLY
 The form must be completed in block/capital letters and submitted together with two(2) recent passport size photographs.

1. Personal Information

2. Passport Information

a. Surname /Last Name _____
 b. First Name(s) _____
 c. Middle Name _____
 d. Previous Name (if applicable) _____

a. Passport Number _____
 b. Date of Issue _____
 c. Place of Issue _____
 e. Date of Expiry _____

e. Date of Birth _____
 f. Place of Birth _____
 g. Nationality _____
 h. Former Nationality (if any) _____

3. Name and Address of Employer/School (USA)

a. Profession/Occupation _____

NOTE:
 If retired or currently unemployed, please state the address and telephone number of last/previous employer.

4. Residential Address

a. Street/ Mailing Address: _____
 b. City: _____
 c. State: _____
 d. Zip Code: _____
 e. Home Phone No.: _____
 f. Cell Phone No.: _____
 g. Emergency Contact Person: (Full Name) _____
 h. Contact Person's Phone No. _____
 i. Relationship _____

b. Street/Mailing Address: _____
 c. City _____
 d. State: _____
 e. Zip Code: _____
 f. Telephone Number: _____
 Your Email Address _____

Applicant's intended date of travel _____
 Amount of money Applicant is travelling with _____

Is applicant in possession of roundtrip ticket? _____
 If (yes) Indicate ticket number: _____

Traveling by: Air Sea Land



Application for Ghana Entry Permit/Visa

Embassy of Ghana Washington DC

Purpose of Journey:

<input type="checkbox"/> Business	<input type="checkbox"/> Tourism	<input type="checkbox"/> Employment	<input type="checkbox"/> Official	<input type="checkbox"/> Transit	<input type="checkbox"/> Student	<input type="checkbox"/> Other
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5. Name, Address and Telephone Number of Lodging place/Contact Person/s in Ghana

a. Name of Hotel/Guest House in Ghana		f. Contact Person in Ghana, Name and Address	
b. Street (Mailing address)		g. Street(Mailing address)	
c. City/Town	d. Region	h. City/Town	i. Region
e. Telephone Number		j. Tel. Number:	

6. If you select employment, indicate name and address of employer in Ghana

a. Name of Employer		
b. Address/P .O Box:		
c. City/Town	d. Region	e. Telephone Number

7. Duration of stay in Ghana **8. Date of last visit to Ghana**

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9. For Tourism, list at least two(2) areas of interest, or indicate in writing purpose of journey if you selected Other

Applicant's Signature:	Date of Application:
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For mailing:.. Use Address Below:....

Visa Processing Center(RUSH SERVICE)
Embassy of Ghana
3512 International Drive NW
Washington DC. 20008



Application for Ghana Entry Permit/Visa

REGULAR SERVICE

Embassy of Ghana Washington DC.

For Official Use Only

Visa No.: _____
 Type of Visa: _____
 Date of Issue: _____
 Issuing Officer: _____
 Charges: _____

Attach recent passport size photograph here



- Single Entry \$60.00
 Multiple Entry \$100.00
NO PERSONAL CHECKS

FILL WITH BLACK INK ONLY
 1. The form must be completed in block/capital letters and submitted together with two(2) recent passport size photographs.

1. Personal Information

a. Surname /Last Name _____
 b. First Name(s) _____
 d. Middle Name _____
 c. Previous Name (if applicable) _____

2. Passport Information

a. Passport Number _____ b. Date of Issue _____
 c. Place of Issue _____ e. Date of Expiry _____

e. Date of Birth _____ f. Place of Birth _____
 g. Nationality _____ h. Former Nationality (if any) _____

3. Name and Address of Employer/School (USA)

a. Profession/Occupation _____

NOTE:
 If retired or currently unemployed, please state the address and telephone number of last/previous employer.

4. Residential Address

a. Street/ Mailing Address: _____
 b. City: _____ c. State _____ d. Zip Code: _____
 e. Home Phone No.: _____
 f. Cell Phone No.: _____
 g. Emergency Contact Person: (Full Name) _____
 h. Contact Person's Phone No. _____ i. Relationship _____

b. Street/Mailing Address: _____
 c. City _____ d. State: _____ e. Zip Code: _____

f. Telephone Number: _____

Your Email Address: _____

Applicant's intended date of travel _____
 Amount of money Applicant is travelling with _____

Is applicant in possession of roundtrip ticket? _____
 If (yes) Indicate ticket number: _____

Traveling by: Air Sea Land



Application for Ghana Entry Permit/Visa

Embassy of Ghana Washington DC

Purpose of Journey:

<input type="checkbox"/> Business	<input type="checkbox"/> Tourism	<input type="checkbox"/> Employment	<input type="checkbox"/> Official	<input type="checkbox"/> Transit	<input type="checkbox"/> Student	<input type="checkbox"/> Other
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5. Name, Address and Telephone Number of Lodging place/Contact Person/s in Ghana

a. Name of Hotel/Guest House in Ghana		f. Contact Person in Ghana, Name and Address	
b. Street (Mailing address)		g. Street(Mailing address)	
c. City/Town	d. Region	h. City/Town	i. Region
e. Telephone Number		j. Tel. Number:	

6. If you select employment, indicate name and address of employer in Ghana

a. Name of Employer		
b. Address/P .O Box:		
c. City/Town	d. Region	e. Telephone Number

7. Duration of stay in Ghana	8. Date of last visit to Ghana

9. For Tourism, list at least two(2) areas of interest, or indicate in writing purpose of journey if you selected Other

Applicant's Signature:	Date of Application:

For mailing:.. Use Address Below:....

*Visa Processing Center
Embassy of Ghana
3512 International Drive NW
Washington DC. 20008*

CONSENT LETTER/S

Declaration of Children Traveling Abroad with or Without Parents/Legal Guardian/s

- Please complete and notarize if traveling with a child or children under eighteen (18) years:
- Declaration is to be completed by both parents.
- **Single parents must attach legal proof/documentation, especially if the father's name is on the birth certificate/s as proof that you have sole custody of the child/children and do not require the consent of the other parent (spouse) to travel with the child/children".**

I/we, _____ of
(City and State) _____, _____, declare that (I am)/
(we are) the lawful parent/s/guardian of: _____, born on (DOB)
_____ at _____ (place of birth).

My /Our child/children, _____, has/have (our/my) consent to
travel with (me/us) to _____ Ghana (please state where
you will be residing/staying in Ghana).

Father's signature and date: -----

Mother's signature and date: -----

Guardian's signature and date:

- ✚ If child/children's name does not match parent's name especially on the birth certificate, please attach proof of name change or a notarized explanation.
- ✚ If you have more than one (1) child, please attach a list of all the children, their names and copies of birth certificates.

Thank you.