



# INTERNATIONAL TROPICAL TIMBER COUNCIL

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FORTY-SEVENTH SESSION  
14-19 November 2011  
La Antigua Guatemala, Guatemala

## GENERAL INFORMATION NOTES

### GENERAL

1. At the cordial invitation of the Government of the Republic of Guatemala, the Forty-seventh Session of the International Tropical Timber Council (ITTC) and the associated Sessions of the four Committees are scheduled to be held in the city of La Antigua Guatemala, Republic of Guatemala, from 14 to 19 November 2011. Brief information about the Republic of Guatemala and La Antigua Guatemala can be found in Annex I to this document.

2. The Opening Ceremony of the Session will commence at 10:00 hours on Monday, 14 November 2011, at the "Landivar" hall of the Porta Hotel Antigua, 8a Calle Poniente No. 1, La Antigua Guatemala. The Ceremony is expected to be presided over by an eminent representative of the Government of Guatemala. Ministers from other countries, as well as local dignitaries will also be attending the Inauguration Ceremony. Delegates will have to be seated in the hall by 09:45 hours for this Opening Session. All other meetings of the Sessions of the Council and its Committees will also be held at the Porta Hotel Antigua.

### CREDENTIALS

3. In conformity with the decision of the Council, credentials of all delegations should be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in the country of the headquarters of the Organization (Japan) or in the country hosting the Session (Guatemala). These Credentials should be submitted, in original form, to the Executive Director of the ITTO at least one week before the beginning of the Session. Please note that credentials sent by fax or e-mail will not be accepted.

4. Persons who wish to attend the Sessions of the Council and its Committees as Observers should submit, together with the "Application Form for Participation", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees is subject to approval by the Council.

### REGISTRATION

5. All participants attending the Sessions are required to register. Registration facilities will be opened in front of the Landivar hall of the Porta Hotel Antigua, in accordance with the following schedule:

13 November 2011 (Sun.)	14:30 – 17:00 hours
14 November 2011 (Mon.)	08:30 – 12:30 hours 15:30 – 17:00 hours
15 November 2011 (Tue.)	08:30 – 12:30 hours 15:30 – 17:00 hours

For late registration, after 15 November 2011, please contact the ITTO Secretariat office in Room “De la Cueva” at the conference area of the Porta Hotel Antigua.

6. For purposes of identification and security, all participants are requested to display the identification badges issued to them during all meetings of the Council and its Committees as well as at all official functions. Badges will be issued at the time of registration in five colours:

(i)	White badges	-	Members;
(ii)	Yellow badges	-	Permanent Observers;
(iii)	Pink badges	-	Observers;
(iv)	Green badges	-	ITTO Secretariat; and
(v)	Blue badges	-	Authorized invitees.

## IMMIGRATION AND ENTRY REQUIREMENTS

7. Participants are advised to check the website of the Ministry of Foreign Affairs of Guatemala at the following site [http://www.minex.gob.gt/Visor\\_Pagina.aspx?PaginaID=22](http://www.minex.gob.gt/Visor_Pagina.aspx?PaginaID=22) (in English) or at [http://www.minex.gob.gt/Visor\\_Pagina.aspx?PaginaID=21](http://www.minex.gob.gt/Visor_Pagina.aspx?PaginaID=21) (in Spanish) to verify if they need to obtain an entry visa to Guatemala to participate in this Session of the Council. **Please note that passports should have a validity of at least six months from the date of entry to Guatemala.**

8. The classification for visa exemption and mandatory requirements to enter the national territory of Guatemala has been changing depending on the national interest, bilateral and multilateral agreements, according to the Migration Policy in Guatemala and the policies in Central America. Participants are advised to check the above website for the latest information regarding visa requirements.

9. In general, the classification for visa is divided into three categories as follows:

- (a) **Category “A”:** Countries and territories which are accorded with visa exemption. Holders of passports of such countries/territories can enter Guatemala without a visa. Countries under this category include, among others: Australia, Austria, Belgium, Brazil, Canada, Denmark, Fiji, Finland, France, Germany, Greece, Honduras, India, Ireland, Italy, Japan, Luxembourg, Malaysia, Mexico, The Netherlands, Norway, New Zealand, Panama, Poland, Portugal, Sweden, Switzerland, Trinidad and Tobago, Vanuatu, Venezuela, the United Kingdom, etc. as well as holders of passports/travel documents from the Organization of American States (OAS), the United Nations and the European Commission. For the full list of countries under this category, please consult the above website.
- (b) **Category “B”:** Countries and territories which require a “Consular Visa” or “without consultation” (i.e. requiring no pre-approval from the Government of Guatemala). These include, for example: Bolivia\*, Cambodia, Colombia\*, Cote d'Ivoire, Ecuador\*, Gabon, Guyana\*, Myanmar, Papua New Guinea\*, Peru\*, Philippines\*, Suriname\*, Thailand\* and Togo, etc. For the full list of countries under this category, please consult the above website. However, holders of diplomatic, official and service passports from countries which are marked with an asterisk (\*) are accorded with visa exemption.
- (c) **Category “C”:** Countries and territories which require a “Consulted Visa” (i.e. requiring pre-approval from the Government of Guatemala). These include, for example: Cameroon, China, Congo, Democratic Republic of the Congo, Ghana, Indonesia, Nepal and Nigeria, etc. For the full list of countries under this category, please consult the above website.

10. The Government of Guatemala will facilitate the issuance of “Consular Visa” or “Consulted Visa” to participants attending the Session coming from countries or territories listed under Categories “B” or “C” above. These participants should complete the forms in **Spanish** attached to Annex II of this General Information Notes – “Solicitud de Visa de Visitante o Turista” (for those in Category “B”) or “Solicitud de Visa Consultada de Visitante o Turista” (for those in Category “C”). The visa application form should be sent to the ITTO Secretariat together with a scanned copy (PDF file) of the relevant page(s) of their passport (which show full name, country of issuance, passport number, dates

of issuance and expiration), a copy of their travel itinerary, and full contact address of the applicant (street address, telephone/fax numbers and e-mail address). The ITTO Secretariat will forward the visa application form and relevant information to the authorities in Guatemala who in turn will issue an invitation letter to them. This invitation will include the information on the location of the embassy or consulate of Guatemala at which the participants should visit to receive their entry visa to Guatemala. The issuance of the entry visa could be completed in one day if participants travel through a third country where the embassy or consulate of Guatemala is located. The Government of Guatemala will make arrangements for participants to be accorded with exemption of visa fees ("courtesy visa"). In view of the time consuming for these formalities, this form together with a copy of passport and a copy of the travel itinerary should be sent to the ITTO Secretariat **before 15 October 2011** at the latest.

11. For a list and location of embassies of Guatemala, please consult the following website (in Spanish only):

[http://www.minex.gob.gt/Directorio.aspx?ID\\_TIPO=5](http://www.minex.gob.gt/Directorio.aspx?ID_TIPO=5)

and for a list and location of honorary consulates of Guatemala, please consult the following website (in Spanish only):

[http://www.minex.gob.gt/Directorio.aspx?ID\\_TIPO=6](http://www.minex.gob.gt/Directorio.aspx?ID_TIPO=6)

12. Additionally, holders of a valid entry visa to Canada, Schengen States and the United States of America, will be "upgraded" one category of visa. For example: (i) a holder of a passport under Category "B" which requires a "Consular Visa" will be upgraded to Category "A" (visa exempted); or (ii) a holder of a passport under Category "C" which requires a "Consular Visa" (requiring pre-approval from the Government of Guatemala) will be upgraded to Category "B" (requiring "Consular Visa" only, without pre-approval).

## ACCESS TO GUATEMALA AND LA ANTIGUA GUATEMALA

13. Major international airlines have direct flight services to Guatemala Aurora International Airport (Guatemala City). Some airlines also have direct flights from the United States (Chicago, Houston, Miami and Los Angeles). From Europe, Iberia operates a direct flight from Madrid. Direct flights to Guatemala City are also available from many Latin American cities.

14. The Government of Guatemala will make arrangements to meet arriving participants upon arrival at Guatemala Aurora International Airport. To avail of this service, please make sure that full details of arrival (arrival date and time, flight number, arriving from, etc.) are included on the Attendance Form. From Guatemala Aurora International Airport, participants will be transferred to La Antigua Guatemala by bus. Transfer from Guatemala City to La Antigua Guatemala, a journey of approximately one hour commuting time, can also be made by personal arrangement directly with the hotels which normally costs around US\$30.00.

## COMMUNICATIONS

15. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Participation (of Observers) should be marked **"ITTC 47TH SESSION"** and forwarded to the following address:

The Executive Director  
International Tropical Timber Organization (ITTO)  
International Organizations Center, 5th Floor,  
Pacifico-Yokohama, 1-1-1, Minato-Mirai, Nishi-ku  
Yokohama 220-0012, Japan

Facsimile No.: (81-45) 223-1111  
Telephone No.: (81-45) 223-1110  
E-mail: [itto@itto.int](mailto:itto@itto.int)

16. The international telephone code for Guatemala is **+502**. All mail intended to be forwarded to participants should be sent directly to the following address, with prior notification by e-mail:

**ITTC 47th Session (14-19 November 2011)**  
c/o Porta Hotel Antigua (Attention : Ms. Mara Villatoro)  
8a Calle Poniente No. 1  
La Antigua Guatemala, Sacatepéquez, Guatemala

Facsimile No.: (502) 7832-0807  
Telephone No.: (502) 7832-2801 to 7832-2804  
E-mail: [mvillatoro@portahotels.com](mailto:mvillatoro@portahotels.com)  
URL: <http://www.portahotels.com>

## DOCUMENTS

17. This document (General Information Notes), the Agenda of the Forty-seventh Session of the Council and associated Sessions of the Committees as well as certain other documents related to this Session are available on the ITTO homepage. The ITTO homepage address (URL) is **<<http://www.itto.int>>**.

18. Most documents for the Sessions will be available on the ITTO homepage or will have been distributed in advance prior to the Sessions and, therefore, will not be available in La Antigua Guatemala. During the Sessions, only new or revised documents will be distributed. Duplicated copies of other documents will be made available at the documents distribution desks at the conference site upon request but may take time. Therefore, all participants are earnestly requested to bring with them complete sets of the documents (printed from the ITTO homepage and those that have already been distributed to their Governments/Organizations prior to the Sessions).

19. Documents which participants wish to have circulated should be handed to the ITTO Secretariat (Mr. E. Collins Ahadome, Information Officer) at the Porta Hotel Antigua, La Antigua Guatemala, at least 24 hours before the scheduled time of distribution; failing this, delegations are urged to provide interpreters with three copies (for interpretation into the two other official languages) before the speaker takes the floor. A minimum of 150 copies is required to ensure distribution to all delegations and representatives.

## AUDIO-VISUAL PRESENTATIONS

20. Delegates who wish to make audio-visual presentations at the Sessions (lectures or presentations using PowerPoint or video projectors, video tapes, slides, overhead projectors, etc.) are requested to inform the ITTO Information Officer not later than 14 October 2011 of their requirements. Delegates will be advised on the availability of equipment as well as on the feasibility of its use during the Sessions.

## OTHER EVENTS

21. The Government of Guatemala intends to organize a field trip for delegates to the Session on Sunday, 20 November 2011. The field trip will cover a visit to a local community forest and the scenic Lake Atitlan which is famous for its natural beauty and colorful Mayan villages. Details of this field trip as well as registration for participation will be made available at the meeting venue in La Antigua Guatemala.

22. In honour of delegates to this ITTC Session, the Government of Guatemala plans to host a cocktail reception in the evening of Monday, 14 November 2011. Details of this as well as other official functions will be made available in La Antigua Guatemala.

## HOTEL ACCOMMODATION

23. A list of hotels as well as the **deadlines for reservation** is shown below. The rates are quoted in United States dollars and had been negotiated for participants to the Sessions. Payments are to be made directly to the hotel which may request for a credit card guarantee. The current rate of exchange as at July 2011 is (Guatemala Quetzales) GTQ.7.79 to USD.1.00. All rooms are assigned by the hotels on a first-come-first-served basis and the ITTO assumes no responsibility in case of sudden change of room rates by the hotels or unavailability of rooms.

PORTA HOTEL ANTIGUA \*\*\*\* (venue of the Session)

Number of rooms available: 75 rooms

8a Calle Poniente No. 1 La Antigua Guatemala Sacatepéquez Republic of Guatemala Tel: +(502) 7832-2801 to 04 Fax: +(502) 7832-0807 <a href="http://www.portahotels.com">http://www.portahotels.com</a>	<b>Deadline for Reservation: <u>10 October 2011</u></b> <b>Room rates:</b> Single Room USD \$ 148.00 Double Room USD \$ 190.00 - for two persons Rates include Buffet Breakfast <u>and</u> Lunches / Free Wi-Fi  <i>Contact: Ms. Mara Villatoro, Ejecutiva de Ventas</i> <i>E-mail: <a href="mailto:mvillatoro@portahotels.com">mvillatoro@portahotels.com</a></i>
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HOTEL CAMINO REAL ANTIGUA \*\*\*\*\* (10 minutes on foot from the Porta Hotel Antigua)

Number of rooms available: 30 rooms

7ª Calle Poniente No. 33B La Antigua Guatemala Sacatepéquez Republic of Guatemala Tel: +(502) 7873-7000 <a href="http://www.caminoreal.com.gt">http://www.caminoreal.com.gt</a>	<b>Deadline for Reservation: <u>10 October 2011</u></b> <b>Room rates:</b> Single Room USD \$ 128.00 (accommodation only) Rates <u>NOT</u> include Breakfast / Free Wi-Fi internet  <i>Reference: Ms. Macherie Quan</i> <i>E-mail: <a href="mailto:macheri_quan@caminorealantigua.com.gt">macheri_quan@caminorealantigua.com.gt</a></i> <i>Tel.No.: (502) 4740-9061</i>
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HOTEL REAL PLAZA \*\*\* (10 minutes on foot from the Porta Hotel Antigua)

Number of rooms available: 18 single rooms & 8 suite rooms

9a Calle Poniente No.40 y salida a Ciudad Vieja No.25 La Antigua Guatemala Sacatepéquez Republic of Guatemala Tel: +(502) 7832-2239 to 7832-2342 <a href="http://www.hotelrealplaza.info">http://www.hotelrealplaza.info</a>	<b>Deadline for Reservation: <u>10 October 2011</u></b> <b>Room rates:</b> Single Room USD \$ 65.00 Suite Room USD \$ 85.00 Rates include Breakfast / Free Wi-Fi internet  <i>Reference: Ms. Cristina Ramirez</i>
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HOTEL CASA DE LAS FUENTES \*\*\* (10 minutes on foot from the Porta Hotel Antigua)  
Number of rooms available: 25 single rooms

<p>El Desengaño Avenue No. 26 La Antigua Historical Center La Antigua Guatemala Sacatepéquez Republic of Guatemala Tel: +(502) 7832-2312 &amp; 7832-7316 Fax: +(502) 7832-6955 <a href="http://www.hotelcasadelasfuentes.com">http://www.hotelcasadelasfuentes.com</a></p>	<p><b>Deadline for Reservation: <u>10 October 2011</u></b> <b>Room rates:</b> Single Room USD \$ 39.00  Rates <u>NOT</u> include Breakfast / Free Wi-Fi internet  <i>Contact: Ms. Cristina Ordoñez</i></p>
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24. Delegates are requested to complete the appropriate Attendance and Hotel Reservation Form which could be found on the ITTO website (<http://www.itto.int>) and send to ITTO as soon as possible, and latest by **Monday, 10 October 2011**. ITTO will send confirmation on the hotel reservation made for each individual participant. This confirmation should be kept by the participant to show as proof of his/her reservation to be shown to the hotel, if requested.



## GENERAL INFORMATION ABOUT GUATEMALA AND LA ANTIGUA GUATEMALA

### General

Guatemala, officially, the Republic of Guatemala, originally known as Goathemala (meaning “land of the trees” in the Maya-Toltec language), is located in Central America. The country is bordered on the north and west by Mexico, on the east by Belize and the Caribbean Sea, on the southeast by Honduras and El Salvador, and on the southwest by the Pacific Ocean. Guatemala covers an area of 108,889 sq km (or 42,042 sq mi). Guatemala consists mostly of highland regions which cut from west to east and includes the inactive volcano Tajumulco which is the highest point in Central America (4,211 m or 13,816 ft). The country has close to 40 volcanoes, of which Santa Maria, Santiaguito, Pacaya and Fuego are still active. Pacaya (2,552 m) is one of the most active volcano erupted in May 2010 causing ashfall on the capital of Guatemala City and prompting evacuations.

Once the site of impressive ancient Mayan civilization which flourished in Guatemala and surrounding regions during the first millennium A.D., Guatemala was conquered by Spanish conquistador in 1524 until it won independence from Spain on 15 September 1821. Administratively, the country is divided into 22 departments (equivalent to states or counties), each of which has its own capital city.

Guatemala has a population of approximately 13.8 million of which about 60% is of mixed Mayan and Spanish descent (the “Ladinos”) and the rest is of purely Mayan origin. The capital of the country, Guatemala City, with a population of about 1.2 million is situated in the middle highland region and is 1,478 m (4,850 ft) above sea level.



La Antigua Guatemala, situated 45 km (28 miles) west of the capital of Guatemala City, has a gorgeous setting in a valley in the central highland region, nestled between three volcanoes: Agua (3,766 m/12,356 ft), Fuego (3,763 m/12,346 ft) and Acatenango (3,976 m/13,045 ft). Originally, the Spanish colonial capital was founded on 10 March 1543 and was named “La muy Noble y muy Leal Ciudad de Santiago de los Caballeros de Goathemala”.

Antigua was once the epicenter of power throughout Central America, and during the 17<sup>th</sup> century large expenses were spent on the city’s magnificent architecture, and for over 200 years it served as the military governor’s seat of the Spanish colony of Guatemala. At its peak, Antigua had more than

38 churches, including a cathedral. It continuously suffered considerable damages from earthquakes and tremors, flood and fires, until the great earthquake of 29 July 1773 destroyed the city. In 1776, Antigua lost its status, and the capital was relocated to nearby Ermita Valley (Valle de la Ermita), where Guatemala City is found today.

La Antigua Guatemala (meaning "The Old Guatemala") is named to differentiate it from the present Guatemala City, still retains many historic edifices with cobblestone streets, with a population of around 50,000 inhabitants. One of the best-preserved Latin American cities, church ruins and immaculate New Baroque-style Spanish architecture, La Antigua Guatemala was chosen as an UNESCO World Heritage Site.

### **Weather**

The rainy season (called "*invierno*" or winter) runs from mid-May to mid-October although the rain does not come all day. The dry season (called "*verano*" or summer) is from around November to April. In November, as La Antigua Guatemala is located in the highland, similar to Guatemala City, it is comfortable during the day (25°C or 77°F) and is a bit cold in the evening and at night (14°C or 58°F).

### **Language**

Spanish is the country's official language while about 23 indigenous dialects are spoken by the Mayan population.

### **Time Zone**

Guatemala's time zone is Greenwich -6 and it is two hours behind New York (US-EST). When it is noon in Guatemala, it is 18.00 hrs (6.00 p.m.) in London (of the same day) and 3.00 a.m. in Tokyo (of the next day). Guatemala does not observe daylight saving time (DST).

### **Electricity**

110 volts/60 cycle is standard. Electricity plugs have a 2 flat prongs (similar to those in the United States).

### **Banks / Money Changers / Credit Cards**

Guatemala's currency is the QUETZAL ("*ket-sahl*", abbreviated as "Q" or "GTQ"), named after the colorful national bird. The Quetzal is divided into 100 centavos and coins are available in Q0.01, Q.0.05, Q.0.10, Q.0.25, Q.0.50 and Q.1.00. Notes are available in Q.1.00, Q.5.00, Q.10.00, Q.50.00 and Q.100.00.

Normally the U.S. dollar is generally accepted (at rate of Q.7.79 or a bit less to US\$1) although exchange of foreign currencies to the national currency (Quetzal) is carried out in banks and authorized agencies. Credit cards are accepted by most of the hotels.

### **Tipping**

Generally, 10% is the standard rule for tipping if service charges have not been included in the bill. Porters, bellboys and chambermaids could be tipped about \$1 or \$2 USD or Q.10. In general, it is useful to carry changes in Quetzales.

### **Communications**

You can call (direct dialing) and fax to anywhere in the world from La Antigua Guatemala, using the facilities at your hotel or at Long Distance Call office. Affordable SIM cards can be acquired locally from telephone companies like Tigo, Telgua (claro) or Telefónica (Movistar). You can purchase prepaid phone cards throughout town. Internet access is available throughout La Antigua Guatemala especially at the hotels (by consulting the Business Center at the respective hotels). Free wi-fi signal is available at the meeting area of the Porta Hotel Antigua and throughout the hotel for guests staying at this hotel.



**VISA REQUIREMENTS FOR NATIONALS OF COUNTRIES INVITED TO THE SESSION****PRODUCER MEMBERS AND POTENTIAL MEMBERS****AFRICA**

Cameroon .....	<b>Category "C" (Consulted)</b>
Central African Republic .....	Category "B" (Consular / Without Consultation)
Congo.....	<b>Category "C" (Consulted)</b>
Côte d'Ivoire .....	Category "B" (Consular / Without Consultation)
Demo. Rep. of the Congo ....	<b>Category "C" (Consulted)</b>
Gabon.....	Category "B" (Consular / Without Consultation)
Ghana.....	<b>Category "C" (Consulted)</b>
Liberia.....	<b>Category "C" (Consulted)</b>
Madagascar .....	Category "A" (Visa Exempt)
Mali.....	<b>Category "C" (Consulted)</b>
Nigeria.....	<b>Category "C" (Consulted)</b>
Togo .....	Category "B" (Consular / Without Consultation)

**ASIA & PACIFIC**

Cambodia .....	Category "B" (Consular / Without Consultation)
Fiji.....	Category "A" (Visa Exempt)
India.....	Category "A" (Visa Exempt)
Indonesia.....	<b>Category "C" (Consulted)</b>
Malaysia .....	Category "A" (Visa Exempt)
Myanmar .....	Category "B" (Consular / Without Consultation)
Papua New Guinea .....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Philippines.....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Thailand.....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Vanuatu .....	Category "A" (Visa Exempt)

**LATIN AMERICA**

Bolivia.....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Brazil .....	Category "A" (Visa Exempt)
Colombia .....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Ecuador.....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Guyana.....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Honduras.....	Category "A" (Visa Exempt)
Mexico .....	Category "A" (Visa Exempt)
Panama.....	Category "A" (Visa Exempt)
Paraguay.....	Category "A" (Visa Exempt)
Peru.....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Suriname .....	- Ordinary: Category "B" (Consular / Without Consultation) - Diplomatic/Official PP: Category "A" (Visa Exempt)
Trinidad and Tobago .....	Category "A" (Visa Exempt)
Venezuela .....	Category "A" (Visa Exempt)

## CONSUMER MEMBERS AND POTENTIAL MEMBERS

Australia.....	Category "A" (Visa Exempt)
Canada .....	Category "A" (Visa Exempt)
China .....	<b>Category "C" (Consulted)</b>
Egypt .....	Category "A" (Visa Exempt)
<b>EUROPEAN UNION</b>	
Austria.....	Category "A" (Visa Exempt)
Belgium / Luxembourg.....	Category "A" (Visa Exempt)
Bulgaria.....	Category "A" (Visa Exempt)
Cyprus.....	Category "A" (Visa Exempt)
Czech Republic.....	Category "A" (Visa Exempt)
Denmark .....	Category "A" (Visa Exempt)
Estonia .....	Category "A" (Visa Exempt)
Finland .....	Category "A" (Visa Exempt)
France.....	Category "A" (Visa Exempt)
Germany .....	Category "A" (Visa Exempt)
Greece .....	Category "A" (Visa Exempt)
Hungary .....	Category "A" (Visa Exempt)
Ireland .....	Category "A" (Visa Exempt)
Italy .....	Category "A" (Visa Exempt)
Latvia .....	Category "A" (Visa Exempt)
Lithuania .....	Category "A" (Visa Exempt)
Malta .....	Category "A" (Visa Exempt)
Netherlands.....	Category "A" (Visa Exempt)
Poland.....	Category "A" (Visa Exempt)
Portugal.....	Category "A" (Visa Exempt)
Romania.....	Category "A" (Visa Exempt)
Slovakia .....	Category "A" (Visa Exempt)
Slovenia .....	Category "A" (Visa Exempt)
Spain.....	Category "A" (Visa Exempt)
Sweden .....	Category "A" (Visa Exempt)
United Kingdom .....	Category "A" (Visa Exempt)
Japan .....	Category "A" (Visa Exempt)
Nepal .....	<b>Category "C" (Consulted)</b>
New Zealand .....	Category "A" (Visa Exempt)
Norway .....	Category "A" (Visa Exempt)
Republic of Korea.....	Category "A" (Visa Exempt)
Switzerland .....	Category "A" (Visa Exempt)
United States of America.....	Category "A" (Visa Exempt)

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### **Important Notes:**

For applications for visa, please comply with one of the following procedures:

- (1) Print out and fill in the attached **Spanish** forms:
  - Category "B" (Consular Visa) on form "Solicitud de Visa de Visitante o Turista"
  - Category "C" (Consulted Visa) on form "Solicitud de Visa Consultada de Visitante o Turista"
- (2) Download the web forms:
  - Category "B" (Consular Visa)  
[http://www.minex.gob.gt/ADMINPORTAL/Data/DOC/20100520141626359Formulario\\_visa.doc](http://www.minex.gob.gt/ADMINPORTAL/Data/DOC/20100520141626359Formulario_visa.doc)
  - Category "C" (Consulted Visa)  
<http://www.migracion.gob.gt/es/images/stories/10noresvisoturf.pdf>  
 (Please use the **First Page** only)

**Passport must have a validity of at least six (6) months after the arrival date in Guatemala.**

SOLICITUD DE VISA DE VISITANTE O TURISTA  
Ministerio de Relaciones Exteriores  
Guatemala C. A.

Visa No.: \_\_\_\_\_  
Código : \_\_\_\_\_  
Valida por: \_\_\_\_\_  
Fecha: \_\_\_\_\_

**Este formulario debe ser llenado en su totalidad.**

**Cualquier falsa declaración o la presentación de documentos falsos, inhabilitan al declarante a obtener la visa para Guatemala.**

- a) Nombre y Apellidos: \_\_\_\_\_  
b) Lugar y fecha de nacimiento: \_\_\_\_\_  
c) Nacionalidad: \_\_\_\_\_ d) Profesión u oficio \_\_\_\_\_  
e) Estado civil: \_\_\_\_\_ f) Sexo: M \_\_\_\_\_ F \_\_\_\_\_  
g) Dirección de su residencia: \_\_\_\_\_  
h) Teléfono particular: \_\_\_\_\_ Tel. celular: \_\_\_\_\_ DNI: \_\_\_\_\_  
i) Número de pasaporte \_\_\_\_\_ Fecha de expedición: \_\_\_\_\_ Vence: \_\_\_\_\_

- a) Nombre de la empresa en la que labora: \_\_\_\_\_  
b) Puesto que ocupa: \_\_\_\_\_  
c) Salario e ingresos mensuales: \_\_\_\_\_  
d) Dirección donde trabaja: \_\_\_\_\_  
e) Teléfono de trabajo: \_\_\_\_\_ Anexo: \_\_\_\_\_  
f) correo electrónico: \_\_\_\_\_ @ \_\_\_\_\_

- a) Dirección prevista en Guatemala: \_\_\_\_\_  
b) Tiene familiares o amigos en Guatemala: SI \_\_\_\_\_ NO \_\_\_\_\_  
(indique parentesco y qué ocupación tiene) \_\_\_\_\_  
c) Explique la razón por la que escogió visitar Guatemala: \_\_\_\_\_  
d) Fecha prevista para visitar Guatemala: \_\_\_\_\_  
e) Cuánto tiempo pretende estar en el país: \_\_\_\_\_  
f) Ha visitado Guatemala anteriormente: SI \_\_\_\_\_ NO \_\_\_\_\_  
(indique fecha y motivo) \_\_\_\_\_  
g) Qué otros países ha visitado \_\_\_\_\_

Firma del interesado: \_\_\_\_\_, de \_\_\_\_\_ de 2011  
(ciudad)

**EXCLUSIVO USO CONSULAR:**

\_\_\_\_\_ Asistencia recíproca \_\_\_\_\_ Intercambio empresarial  
\_\_\_\_\_ Cooperación Guatemala \_\_\_\_\_ Presencia en eventos

A mi juicio el interesado proporcionó la información suficiente para:

- \_\_\_\_\_ otorgarle una visa de visitante / turista: simple \_\_\_\_\_ / múltiple \_\_\_\_\_.
- \_\_\_\_\_ denegar la solicitud de visa.

OBSERVACIONES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Firma y sello del funcionario

Fotografía 4 x 4

APPLICATION FOR A VISITOR OR TOURIST VISA  
Ministry of Foreign Affairs  
Guatemala C. A.

Visa No.: \_\_\_\_\_  
Code : \_\_\_\_\_  
Validated by: \_\_\_\_\_  
Date: \_\_\_\_\_

**This form should be fully completed.**

**Any false statement or the submission of false documents will prevent the applicant from obtaining a visa to Guatemala.**

- a) Given names and surname: \_\_\_\_\_  
b) Place and date of birth: \_\_\_\_\_  
c) Nationality: \_\_\_\_\_ d) Usual occupation \_\_\_\_\_  
e) Marital status: \_\_\_\_\_ f) Sex: M \_\_\_\_\_ F \_\_\_\_\_  
g) Permanent address: \_\_\_\_\_  
h) Private telephone no.: \_\_\_\_\_ Cell/mobile phone: \_\_\_\_\_ NID: \_\_\_\_\_  
i) Passport No. \_\_\_\_\_ Date of issue: \_\_\_\_\_ Expiry date: \_\_\_\_\_

- a) Name of company: \_\_\_\_\_  
b) Position: \_\_\_\_\_  
c) Monthly salary and income: \_\_\_\_\_  
d) Work address: \_\_\_\_\_  
e) Work telephone no.: \_\_\_\_\_ Ext.: \_\_\_\_\_  
f) E-mail: \_\_\_\_\_ @ \_\_\_\_\_

- a) Expected address in Guatemala: \_\_\_\_\_  
b) Do you have relatives or friends in Guatemala?: YES \_\_\_\_\_ NO \_\_\_\_\_  
(specify relationship status and occupation) \_\_\_\_\_  
c) Reason for visiting Guatemala: \_\_\_\_\_  
d) Expected date of visit to Guatemala: \_\_\_\_\_  
e) Expected length of stay in Guatemala: \_\_\_\_\_  
f) Have you previously visited Guatemala?: YES \_\_\_\_\_ NO \_\_\_\_\_  
(specify date and reason of visit) \_\_\_\_\_  
g) What other countries have you visited? \_\_\_\_\_

Applicant's signature: \_\_\_\_\_, \_\_\_\_\_ 2011  
(city) (date)

**OFFICIAL USE ONLY:**

\_\_\_\_\_ Reciprocal assistance \_\_\_\_\_ Business exchange  
\_\_\_\_\_ Guatemala Cooperation \_\_\_\_\_ Attendance to event(s)

In my opinion, the applicant provided sufficient information to:

- \_\_\_\_\_ grant a visitor/tourist visa: single-entry \_\_\_\_\_ / multiple-entry \_\_\_\_\_.
- \_\_\_\_\_ deny the visa request.

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Officer's signature and seal

Photograph 4 x 4



DIRECCION GENERAL DE MIGRACION  
GUATEMALA, C.A.

Ministerio de Gobernación de Guatemala  
Dirección General de Migración  
**SOLICITUD DE VISA CONSULTADA DE VISITANTE O TURISTA**

1	Nombres y apellidos completos del extranjero			
2	Lugar de nacimiento			
3	Fecha de nacimiento	<div>Día / Mes / Año</div>	4	Sexo
5	Nombre del padre			
6	Nombre de la madre			
7	Nacionalidad			
8	Profesion u oficio			
9	Salario e ingreso mensual			
10	Estado civil			
11	Numero de Pasaporte			
12	Lugar de Expedición de pasaporte			
13	Fecha de vencimiento del pasaporte	<div>Día / Mes / Año</div>		
14	Dirección prevista en Guatemala			

**DEL GARANTE:**

1	Nombre del Garante (Persona Individual o persona jurídica)			
2	Dirección para recibir notificaciones y Citaciones			
3	Numero de teléfono			
4	Profesión u oficio			
5	Numero de fax			
6	Correo electrónico			
7	Nombre de la Empresa: (Persona individual o persona jurídica )			
8	Patente de comercio o sociedad	Numero	folio	libro
			Categoría	
9	Nombre de la persona que recoge la visa en su consulado			
10	Lugar de visado			
11	Motivo de la visita:			

POR UNIFICACION FAMILIAR ☐ TURISTA ☐ TECNICO ☐ INVERSIONISTA ☐ NEGOCIOS ☐

Firma del garante: \_\_\_\_\_

Ministry of Governance of Guatemala  
General Directorate of Migration

**REQUEST FOR A VISITOR OR TOURIST CONSULTED VISA  
APPLICATION FORM**

- 1) Full name and surname of applicant:
- 2) Place of birth:
- 3) Date of birth: -- Day/Month/Year
- 4) Sex -- M\_\_ - F\_\_
- 5) Father's name:
- 6) Mother's name:
- 7) Nationality:
- 8) Usual occupation:
- 9) Monthly salary and income:
- 10) Marital status:
- 11) Passport No.:
- 12) Place of issue:
- 13) Expiry date: -- Day/Month/Year
- 14) Expected address in Guatemala:

**SPONSOR'S DETAILS:**

- 1) Sponsor's name (private individual or corporation):
- 2) Address to receive notifications and summons:
- 3) Telephone No.:
- 4) Usual occupation:
- 5) Fax No.:
- 6) E-mail:
- 7) Name of company: (private individual or corporation)
- 8) T Trade or company registration -- Number:\_\_\_\_ record:\_\_\_\_ book:\_\_\_\_  
Category: \_\_\_\_\_
- 9) Name of person collecting the visa at the Consulate's office:
- 10) Place of issue:
- 11) Reason for visit:

Family reunion / Tourism / Technical / Investment / Business

Sponsor's signature: \_\_\_\_\_