

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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INDIA BUSINESS VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY
COMPANY LETTER:	1	SUPPLEMENTAL FORM:	1
LETTER OF INVITATION:	1-COPY	PARTICULARS FORM:	1
PROOF OF RESIDENCE:	1-COPY	CERT. OF INCORPORATION:	1-COPY

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>(EMBASSY/CONSULATE OUTSOURCING FEE)</u>	<u>\$19.90</u>
<u>OUT OF JURISDICTION FEE (SEE NEXT PAGES)</u>	<u> </u>
SHIPPING FEE: (RETURNED DIRECT FROM EMBASSY/CONSULATE)	<u>\$24.70</u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

RETURN SHIPPING FEES (SELECT ONE)

AS OF JULY 24TH, 2017, ALL VISA APPLICATIONS SUBMITTED VIA 3RD PARTY SERVICES WILL BE RETURNED TO THE APPLICANT'S ADDRESS AS LISTED ON THE VISA APPLICATION.

REGULAR PROCESS TIME: SEE NEXT PAGES

PROCESS TIMES VARY BASED ON JURISDICTION.

COMMENTS: AN ADDITIONAL FEE OF \$58.00 WILL BE CHARGED IF YOU RESIDE IN THE STATE OF ALABAMA, FLORIDA, GEORGIA, ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, MISSISSIPPI, NORTH DAKOTA, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, U.S. VIRGIN ISLANDS, OR WISCONSIN.

REVISED 9-25-2018 JENN

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PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED PASSPORT** (MINIMUM OF SIX MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISAPAGES)

2.) **ONE (1) CURRENT PASSPORT-TYPE PHOTOGRAPH (2x2)** (APPLICANT MAY NOT WEAR GLASSES IN PHOTO)

3.) **ONE (1) SIGNED VISA APPLICATION:**

CLICK HERE TO COMPLETE APPLICATION ONLINE-THE CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION-AFTER YOU HAVE COMPLETED ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT AND SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. THE INDIA VISA APPLICATION HAS TWO (2) PLACES FOR THE APPLICANT'S SIGNATURE. FIRST, EACH APPLICANT MUST SIGN COMPLETELY INSIDE THE BOX ON PAGE ONE BELOW THEIR PICTURE. IF ANY PART OF THE SIGNATURE IS OUTSIDE OF THE PROVIDED BOX, THE APPLICATION IS SUBJECT TO BE REJECTED. SECONDLY, THE APPLICANT MUST ALSO SIGN AT THE BOTTOM OF PAGE TWO (2). **BE SURE THE APPLICANT LISTS THE ADDRESS HERE IN THE U.S. UNDER PRESENT ADDRESS AND THEN LISTS THE ADDRESS IN THEIR HOME COUNTRY FOR THE PERMANENT ADDRESS.**

IMPORTANT: WE STRONGLY RECOMMEND DOWNLOADING AND STUDYING THE SAMPLE ONLINE FORM BEFORE COMPLETING THE ACTUAL FORM ONLINE. **CLICK HERE TO DOWNLOAD**

4.) **ONE (1) COPY OF THE TRAVEL ITINERARY**

5.) **ONE (1) COPY OF PROOF OF RESIDENCE:**

(PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF VALID DRIVER'S LICENSE
- MOST RECENT MAJOR UTILITY BILL (WATER, GAS, ELECTRIC)
- SIGNED LEASE AGREEMENT

*****WHEN COMPLETING THE APPLICATION, PLEASE BE SURE THAT THE "PRESENT ADDRESS" MATCHES THE ADDRESS LISTED ON THE PROOF OF RESIDENCE. WHEN COMPLETING THE "PERMANENT ADDRESS" SECTION, PLEASE LIST THE MOST RECENT ADDRESS HELD IN APPLICANT'S COUNTRY OF ORIGINAL. CONSULATE REQUIRES THE APPLICATION TO BE COMPLETED EVEN WHEN APPLICANT HOLDS PERMANENT RESIDENCE IN THE U.S. PLEASE CONTACT VIP IF YOU HAVE QUESTIONS REGARDING THIS INSTRUCTION.***

CONTINUED →

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6.) **ONE (1) COMPANY LETTER OF GUARANTEE** FROM U.S. EMPLOYER LISTING THE FOLLOWING INFORMATION AND PRINTED ON THEIR COMPANY LETTERHEAD:

- THE NATURE OF BUSINESS TO BE PERFORMED
- LIST ADDRESS AND CONTACT INFORMATION OF YOUR REFERENCE IN INDIA
- THE LETTER MUST LIST REQUESTED VALIDITY (1, 5 OR 10 YEAR) AND SHOULD MATCH THE SAME PERIOD OF TIME AS LISTED ON INVITATION AND APPLICATION
- GUARANTEE MAINTENANCE AND ALL EXPENSES
- GUARANTEE APPLICANT WILL BE IN POSSESSION OF RETURN AIRLINE TICKET BACK TO THE U.S. (OR COUNTRY OF NEXT DESTINATION)
- MUST REFLECT THE FULL, OFFICIAL NAME OF THE INVITING COMPANY AS REFLECTED ON THE INVITE & INCORPORATION CERTIFICATE
- IF APPLICANT LIVES IN A DIFFERENT STATE THAN WHAT IS REFLECTED ON THE COMPANY LETTER, A BRIEF EXPLANATION MUST BE INCLUDED AS TO HOW THE APPLICANT RESIDES IN A DIFFERENT LOCATION THAN WHERE THE U.S. COMPANY IS LOCATED.

7.) **ONE (1) COPY OF INVITATION FROM INDIA CONTACT** MUST CONTAIN THE FOLLOWING INFORMATION AND BE PRINTED ON THEIR COMPANY LETTERHEAD:

- THE NATURE OF THE BUSINESS TO BE PERFORMED
- THE LETTER MUST LIST THE REQUESTED VALIDITY (1, 5 OR 10 YEAR) AND SHOULD MATCH THE SAME PERIOD OF TIME AS LISTED IN THE U.S. COMPANY LETTER AND APPLICATION
- GUARANTEE THEIR RETURN BACK TO THE U.S.
- BRIEFLY INTRODUCE THE APPLICANT (PLEASE SPECIFY EMPLOYMENT STATUS/POSITION HELD IN THE COMPANY BY APPLICANT).
- STATE THE NATURE OF THE BUSINESS TO BE CONDUCTED (I.E. BUSINESS MEETINGS, CONTRACT NEGOTIATIONS, ETC.) AND THE NAMES AND ADDRESSES OF COMPANIES TO BE CONTACTED IN INDIA.
- SPECIFY THE TYPE AND DESIRED VALIDITY OF THE VISA (I.E. A 1, 5 OR 10 YEAR MULTIPLE ENTRY BUSINESS VISA).
- MUST HAVE C.I.N. LISTED, CORRESPONDING WITH THE NUMBER LISTED ON THE INCORPORATION CERTIFICATE
- ADDRESS REFLECTED ON THE LETTERHEAD MUST CORRESPOND TO THE CITY SHOWN ON THE INCORPORATION CERTIFICATE, AS WELL AS THE COMPANY LETTER

IMPORTANT: THE INVITATION AND COMPANY LETTER MUST REFLECT THE SAME TRAVEL DATE AS SHOWN ON THE APPLICATION. ANY REQUESTS RECEIVED WITH CONFLICTING/CONTRADICTING DATES WILL INCUR A DELAY UNTIL CORRECTED DOCUMENTS ARE RECEIVED.

8.) **SUPPLEMENTAL APPLICATION FORM-[CLICK HERE](#)** TO COMPLETE THE CORRECT SUPPLEMENTAL FORM ACCORDING TO PLACE OF RESIDENCE-BE SURE TO PRINT OUT THE FORM AND SEND IT ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS

9.) **PARTICULARS FORM**

10.) **CKGS DISCLAIMER FORM**

11.) **PROOF OF VALID U.S. STATUS** (PLEASE SUBMIT ONE OF THE FOLLOWING ITEMS):

- COPY OF VALID U.S. PERMANENT RESIDENT CARD (GREEN CARD)
- ORIGINAL U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/I94>) -THE CONSULATE WILL NOT ISSUE A BUSINESS VISA TO A NON-PERMANENT RESIDENT UNLESS THEY CAN ALSO SUBMIT PROOF THAT THEY HAVE LIVED IN THE U.S. FOR MORE THAN 2 YEARS-IF YOU CAN NOT SUBMIT PROOF THAT YOU HAVE LIVED IN THE U.S. FOR MORE THAN 2 YEARS, YOU WILL NEED TO RETURN TO THE COUNTRY OF NORMAL DOMICILE TO APPLY FOR THE VISA)

CONTINUED →

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12.) **COPY OF CREW/PILOT I.D. BADGE** (PILOT/FLIGHT CREW MEMBERS ONLY)

13.) **COPY OF LANDING PERMIT** (PILOTS ONLY)

14.) **ONE (1) COPY OF CERTIFICATE OF INCORPORATION:** A COPY OF THE CERTIFICATE OF REGISTRATION FROM THE COMPANY IN INDIA (PROOF THAT THE ORGANIZATION IS REGISTERED IN INDIA TO DO BUSINESS).

15.) **CONSULATE FEE:** [CLICK HERE](#) FOR A LIST OF CONSULATE FEES BASED ON VALIDITY AND/OR NATIONALITY OF APPLICANT

***IMPORTANT NOTES (MUST READ):**

- IF APPLICANT IS TRAVELING FOR CASUAL BUSINESS, AND MEETS ALL THE ELIGIBILITY REQUIREMENTS, THE APPLICANT MAY ALSO APPLY FOR AN E-VISA. FOR MORE INFORMATION, [CLICK HERE](#).
- CURRENTLY, NON-U.S. PASSPORT HOLDERS ARE ONLY BEING ISSUED 1-YEAR VISAS. FOR SOME JURISDICTIONS, THE CONSULATE WILL NOT ACCEPT APPLICATION REQUESTING LONGER VALIDITY. IT IS ADVISABLE TO REQUEST A VALIDITY OF ONE YEAR OR LESS WHEN COMPLETING THE ONLINE APPLICATION.
- WHEN TRAVELING ON BUSINESS, THE LETTER FROM THE SPONSORING ORGANIZATION IN INDIA AND THE LETTER OF GUARANTEE FROM THE U.S. EMPLOYER MUST INDICATE THE NATURE OF THE APPLICANT'S BUSINESS, PROBABLE DURATION OF STAY, STATE THE VALIDITY OF VISA APPLIED FOR (1 YEAR MULTIPLE ENTRY), PLACES AND ORGANIZATIONS TO BE VISITED AND ALSO GUARANTEE ALL THE EXPENSES WHILE IN INDIA.
- IF YOU WILL BE TRAVELING TO INDIA FOR A CONFERENCE, SEMINAR, OR WORKSHOP, YOU WILL BE REQUIRED TO SUBMIT LETTERS OF INVITATION FROM THE MINISTRY OR DEPARTMENT OF THE GOVERNMENT OF INDIA, STATE GOVERNMENTS, PUBLIC SECTOR UNDERTAKINGS, CENTRAL EDUCATIONAL INSTITUTIONS, PUBLIC FUNDED UNIVERSITY, U.N. OR ITS SPECIALIZED AGENCIES AND REPUTED NGO'S. IF THE CONFERENCE/SEMINAR/WORKSHOP IS BEING ORGANIZED IN INDIA BY PRIVATE COMPANIES, THE APPLICANT SHOULD APPLY FOR THE SHORTEST DURATION BUSINESS VISA AVAILABLE. IF APPROVED, A 3 MONTH SINGLE ENTRY BUSINESS VISA WILL BE GRANTED.
- IF THE APPLICANT IS A NATURALIZED CITIZEN AND IF THE APPLICATION INDICATES THAT YOU HAVE HAD A NAME CHANGE; THEN YOU ARE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL DOCUMENT SHOWING THAT NAME CHANGE (i.e. MARRIAGE CERTIFICATE OR LEGAL COURT DOCUMENT).
- THE INFORMATION LISTED IN COMPANY LETTER AND INVITATION LETTER HAS TO MATCH THE APPLICATION OR THE CONSULATE WILL NOT ACCEPT THE APPLICATION AND CAUSE A DELAY
- THE PHOTO COPY OF THE STATE ISSUED DRIVERS LICENSE, STATE ISSUED ID OR THE COPY OF A UTILITY BILL MUST MATCH THE CURRENT ADDRESS ON THE APPLICATION EXACTLY OR IT WILL BE REJECTED.
- WHEN COMPLETING THE APPLICATION AND SUPPLEMENTAL FORM, PLEASE BE SURE TO LIST THE APPLICANT'S CURRENT/MOST RECENT FORMER ADDRESS IN THEIR COUNTRY OF ORIGIN IN THE "PERMANENT ADDRESS" SECTION.
- **BANGLADESH PASSPORT** HOLDERS (OR APPLICANTS BORN IN BANGLADESH) WILL BE REQUIRED TO APPEAR IN PERSON TO SUBMIT THEIR APPLICATION AND SUPPORTING DOCUMENTS.

[CONTINUED →](#)

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- **PAKISTAN PASSPORT** HOLDERS (OR APPLICANTS BORN IN PAKISTAN) WILL BE REQUIRED TO APPEAR IN PERSON TO SUBMIT THEIR APPLICATION AND SUPPORTING DOCUMENTS.
- APPLICANTS **TAKING UP EMPLOYMENT IN INDIA** (WITH A CONTRACT) SHOULD APPLY FOR AN EMPLOYMENT VISA.
- INDIVIDUALS WORKING IN DESIGNATED U.S. AGENCIES OR TECHNOLOGY AREAS (WORKING FOR/WITH AN ESTABLISHMENT ENGAGED IN DEFENSE, RESEARCH, NUCLEAR, SPACE AND MISSILE TECHNOLOGY, ETC.) WILL BE REQUIRED TO SUBMIT AN ADDITIONAL APPLICATION. THIS ADDITIONAL DOCUMENT WILL NEED TO BE COMPLETE DURING THE ONLINE APPLICATION PROCESS.
- FORMER INDIAN NATIONALS MUST SHOW PROOF OF THE RENUNCIATION OF THEIR INDIAN CITIZENSHIP. IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THEIR NATURALIZATION CERTIFICATE ALONG WITH ONE OF THE FOLLOWING DOCUMENTS:
 - 1.) AS CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
 - 2.) THE APPLICANTS CANCELLED INDIAN PASSPORT WITH STAMP STATING THE PASSPORT IS CANCELLED DUE TO OBTAINING U.S. (OR ANY OTHER NON INDIAN COUNTRY) CITIZENSHIP

IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITIZENSHIP, OR CANNOT SHOW PROOF, PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS ON ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH VISA REQUIREMENTS.

MOST IMPORTANT: VISA APPLICANTS THAT CARRY A PASSPORT FROM AFGHANISTAN, CHINA, IRAN, IRAQ, SUDAN, FOREIGNERS OF PAKISTAN ORIGIN, AND STATELESS PERSONS SHOULD EXPECT THE VISA ISSUING PROCESS TO TAKE SEVERAL ADDITIONAL WEEKS FOR THE VISA TO BE ISSUED. FORMER INDIAN PASSPORT HOLDERS CAN EXPECT THE PROCESS TO TAKE A UNDETERMINED AMOUNT OF TIME TO HAVE THE VISA ISSUED SO PLEASE EXPECT DELAYS. THE INDIAN CONSULATE RECOMMENDS THAT YOU DO NOT BUY AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED 9-25-2018 JENN

INDIA CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC INSTRUCTION

(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE)

IF YOU APPLY ONLINE FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN 5 OR 10 YEARS, THE CONSULATE FEES WILL BE NON-REFUNDABLE. PLEASE REFER TO THE SPECIFIC JURISDICTION FOR MORE INFORMATION

➤ **HOUSTON CONSULATE:**

JURISDICTION: ARKANSAS, COLORADO, KANSAS, LOUISIANA, OKLAHOMA, TEXAS, NEBRASKA, NEW MEXICO

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

- ⇒ THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS VISA REQUESTS FOR APPLICANTS HOLD PASSPORT ISSUED BY PRC AND/OR NIGERIA
- ⇒ IF THE APPLICATION IS TO BE SUBMITTED THE SAME DAY IT IS RECEIVED, ALL DOCUMENTATION MUST BE RECEIVED BY 8:00AM. ANY PACKAGES RECEIVED AFTER THAT TIME MAY INCUR A ONE-DAY DELAY
- ⇒ AT THIS TIME, THE HOUSTON CONSULATE IS CURRENTLY ONLY ALLOWING SUBMISSION FOR 1-YEAR VISAS FOR MOST NON-U.S. NATIONALITIES. IF YOU ARE A NON-U.S. PASSPORT-HOLDER APPLYING FOR 5 OR 10-YEAR VISA, PLEASE BE AWARE THAT THE CONSULATE WILL MOST LIKELY REQUEST NEW DOCUMENTATION REQUESTING SHORTER VALIDITY. THE NEW DOCUMENTS REQUESTED WILL INCLUDE, BUT NOT BE LIMITED TO, APPLICATION FORM, COMPANY LETTER, AND INVITATION. REQUESTS FOR NEW DOCUMENTATION WILL ALSO INCUR A DELAY IN PROCESSING.

➤ **ATLANTA CONSULATE:**

JURISDICTION: ALABAMA, FLORIDA, GEORGIA, MISSISSIPPI, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, THE VIRGIN ISLANDS.

PROCESSING TIME: 8 TO 15 BUSINESS DAYS

CONTINUED →

➤ **CHICAGO CONSULATE:**

JURISDICTION: *ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN*

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

- ⇒ WHEN COMPLETING THE COMPANY LETTER OF GUARANTEE, PLEASE BE SURE THAT THE ADDRESS LISTED ON THE COMPANY'S LETTER HEAD MATCHES THE ADDRESS LISTED ON THE APPLICATION AS THE EMPLOYER'S LOCATION. THE COMPANY'S ADDRESS MUST ALSO FALL INTO THE CHICAGO CONSULATE'S JURISDICTION (*SEE STATES LISTED ABOVE*).
- ⇒ THE CONSULATE IN CHICAGO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA
- ⇒ BOTH LETTERS (INVITATION AND GUARANTEE) MUST SPECIFICALLY STATE THE REQUESTED LENGTH OF VALIDITY (*1YR., 5YR., 10YR*)

➤ **WASHINGTON, DC EMBASSY:**

BERMUDA, DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, NORTH CAROLINA, VIRGINIA, WEST VIRGINIA.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

➤ **NEW YORK CONSULATE:**

JURISDICTION: *CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT*

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

- ⇒ THE CONSULATE IN NEW YORK IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR MULTIPLE ENTRY VISA (*THEY WILL NOT ACCEPT AN APPLICATION REQUESTING A 10 YEAR MULTIPLE ENTRY VISA*).

➤ **SAN FRANCISCO CONSULATE:**

JURISDICTION: *ALASKA, ARIZONA, CALIFORNIA, GUAM, HAWAII, IDAHO, MONTANA, NEVADA, OREGON, UTAH, WASHINGTON, WYOMING*

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

- ⇒ THE CONSULATE IN SAN FRANCISCO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR VISA, AND WILL NOT ACCEPT REQUESTS FOR 10 YEAR VISAS.
- ⇒ IF THE APPLICANT SUBMITTED ANYTHING OTHER THAN A COPY OF THEIR DRIVER'S LICENSE TO SUBSTANTIATE THEIR CURRENT RESIDENCE THE CONSULATE WILL ALSO WANT A COPY OF THEIR PHOTO I.D.

REVISED: 5-1-2018 (JENN)

ADDITIONAL PARTICULARS FORM FOR VISA SERVICES

1. Name of Applicant :
2. Passport Number and Nationality :
3. Please specify whether holding dual nationality. :
If yes, please provide name of countries and passport numbers
4. Any previous Nationality held? If yes, specify :
5. Name of Spouse and current Nationality :
6. Any other Nationality previously held by spouse If yes, :
please provide name of countries and passport numbers
7. Has the applicant ever changed his/her name? If yes, :
specify details and submit appropriate documentation for the same
8. Did the applicant or his/her parents or his/her grandparents :
ever hold the citizenship of Bangladesh, Afghanistan, Bhutan, China, Nepal or Sri Lanka at any point of time? If yes, please provide details
9. Whether the applicant or his/her parents or his/her :
grandparents ever hold the citizenship of Pakistan, or NICOP (National Identity Card for Overseas Pakistanis) or POC (Pakistan Origin Card)? If yes, specify details
10. Did the applicant work before or is currently Working with :
Armed Forces/Police/Para-Military Forces/Government service. If yes, name of Organization, Designation, Place of Posting and Rank should be given
11. Did the applicant ever hold official/diplomatic passport? :
If yes, specify details
12. Current Employment status along with full details of employer :
13. Has the applicant ever been convicted of any criminal offense :
or is currently facing criminal charges in any court of law?
If YES, specify details.
14. Has the applicant or any of his parents ever applied for asylum?:
If yes, specify details

DECLARATION

I hereby declare that the above particulars are true. I also agree that in case any false information is given in the above form, appropriate action as per Government of India rules and regulations may be taken against me, including but not limited to revoking of issued Visa and any other action as deemed fit by the Government of India or its agencies.

I am applying for a OCI card (strike off whichever not applicable) -

- (a) as a spouse of an Indian origin person
- (b) not as a spouse of Indian origin person.

In case of (a), I undertake to intimate the Consulate immediately about the dissolution of such marriage, if it occurs.

Date :

Place :

(Signature of the Applicant)

Please note: In case of minor child, both parents/legal guardian should sign the declaration



CKGS Disclaimer Form

CKGS Application Centre Steps for Applicants

Disclaimer:

You must send / carry a completed application to the CKGS Application Centre using the document Checklist and following all the instructions provided in the procedure.

You must make the payments as follows: The correct Service and Category fees, ICWF fees, Reference / Fax fees (if applicable non US Passport), CKGS Service charges, convenience charges (if applicable), optional services like Courier / SMS (if applicable).

If your application is found to be incomplete, then CKGS will send you an email informing you of deficiency / ies in your application. You must provide all the requested documents to CKGS **within 7 working days** from the date of receipt of the email.

If you are unable to provide the complete application, **your application will be returned to you at your entire cost and consequences**. If you have opted for return courier, we will use the courier charges paid by you for the return of your documents or using the prepaid self-addressed envelope provided by you. The Service Charges will not be refunded under any circumstances.

I acknowledge that the website www.in.ckgs.us contains the required information in connection with the Services. The said website will be updated as per the instructions of the Embassy / Consulate and will change from time to time.

I hereby confirm that by accepting this Disclaimer Form, it will be deemed that I have read and understood the [Declaration & Undertaking](#), [Terms & Conditions](#), the [Privacy Policy](#) and the check list steps and procedures.

I will be responsible for any deficiency / ies in my application and any impact / consequence that it may have on the time taken to process and the decision of my application.

Name of the Applicant as per passport

Signature of the Applicant

Date _____

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.
(TRAVELER) PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,
(EMPLOYER), WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(TRAVELER) THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.