



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: INDIA BUSINESS VISA-NON USA PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	ONLINE APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	SUPPLEMENTAL FORM: SEE OTHER	<u>1</u>
COPY OF INVITATION:	<u>1</u>	BIRTH CERTIFICATE:	<u>1-COPY</u>

OTHER: PLEASE SEND A CLEAR COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA-IF YOU HAVE A USA GREEN CARD THEN YOU DO NOT NEED TO COMPLETE THE SUPPLEMENTAL FORM- IF TRAVELING AS A CREW MEMBER ON A PRIVATE AIRCRAFT THE CONSULATE HAS BEEN KNOWN TO ASK FOR ADDITIONAL INFORMATION SUCH AS A COPY OF THE LANDING PERMIT AND WILL TAKE 3-6 WEEKS TO BE APPROVED. SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

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

FEES PER PERSON:

VIP SERVICE FEE:	<u>\$75.00</u>
CONSULATE FEE: (SEE ONLINE APPLICATION)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCING FEE</u>	<u>\$13.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5-7 DAYS

COMMENTS: IF YOU DO NOT HAVE A RESIDENT CARD (GREEN CARD) EXPECT THE CONSULATE TO TAKE AT LEAST 10-12 DAYS FOR PROCESSING. AN ADDITIONAL FEE OF \$42.00 WILL BE CHARGED IF YOU RESIDE IN THE STATES OF ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, OR WISCONSIN.

REVISED: 4-26-2010 (eL)

Specializing in Visas, Passports, Document Legalization and Translations



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002

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

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

INDIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) SIGNED PASSPORT (MINIMUM OF SIX MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES OR THE FRONT AND BACK OF ONE PAGE WITH BLANK VISA PAGES)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2) (**SEE IMPORTANT NOTE**)
- 3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE- THE CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-PRINTED OUT-SIGNED AND SENT TO OUR OFFICE ALONG WITH THE REST OF THE SUPPORTING DOCUMENTS-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION
- 4.) TRAVEL ITINERARY (GOOD CLEAR COPY)
- 5.) COMPANY LETTER OF GUARANTEE * (**SEE NOTE BELOW**)
- 6.) A COPY OF THE INVITATION * (**SEE NOTE BELOW**)
- 7.) VALID DRIVERS LICENSE (CLEAR COPY)
- 8.) COPY OF BIRTH CERTIFICATE (CLEAR COPY) OR:
 - US BORN - ONLY A COPY OF THE BIRTH CERTIFICATE WILL BE ACCEPTED
 - INDIAN BORN - THOSE BORN IN INDIA CAN USE A COPY OF THEIR BIRTH CERTIFICATE, OLD INDIAN PASSPORT OR SCHOOL LEAVING CERTIFICATE.
 - **ALL OTHERS - THOSE NOT BORN IN THE USA OR INDIA SHOULD SUBMIT A COPY OF THEIR BIRTH CERTIFICATE OR ANY OTHER GOVERNMENT DOCUMENT FROM THE COUNTRY OF ORIGIN THAT HAS THE PARENTS NAME, DATE OF BIRTH AND NATIONALITY. IF THE BIRTH CERTIFICATE IS NOT IN ENGLISH THEN YOU WILL NEED TO ARRANGE FOR IT TO BE TRANSLATED INTO ENGLISH BY A CERTIFIED TRANSLATOR PRIOR TO SUBMITTING THE APPLICATION.**
- 9.) SUPPLEMENTAL APPLICATION (IF YOU HAVE A USA GREEN CARD THEN YOU DO NOT NEED TO COMPLETE A SUPPLEMENTAL FORM)

CONTINUED...



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002

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

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

- 10.) COPY OF YOUR VALID USA GREEN CARD OR THE ORIGINAL I-94 AND USA VISA (THE CONSULATE WILL NOT ISSUE A BUSINESS VISA TO A NON US GREEN CARD HOLDER UNLESS THEY CAN ALSO SUBMIT PROOF THAT THEY HAVE LIVED IN THE USA FOR MORE THAN 2 YEARS-IF YOU CAN NOT SUBMIT PROOF THAT YOU HAVE LIVED IN THE USA FOR MORE THAN 2 YEARS YOU WILL NEED TO RETURN TO THE COUNTRY OF NORMAL DOMICILE TO APPLY FOR THE VISA).
- 11.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00
- 12.) CONSULATE FEE: THE FEES WILL BE LISTED ON THE APPLICATION WHEN FILLED OUT ONLINE. FEES VARY PER NATIONALITY

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

- WHEN TRAVELING ON BUSINESS THE LETTER FROM THE SPONSORING ORGANIZATION IN INDIA AND THE LETTER OF GUARANTEE FROM THE US EMPLOYER MUST INDICATE THE NATURE OF THE APPLICANT'S BUSINESS, PROBABLE DURATION OF STAY, STATE THE VALIDITY OF VISA APPLIED FOR (1 YEAR OR 5 YEAR OR 10 YEAR MULTIPLE ENTRY), PLACES AND ORGANIZATIONS TO BE VISITED AND ALSO GUARANTEE ALL THE EXPENSES WHILE IN INDIA.
 - THE CONSULATE IN SAN FRANCISCO DOES NOT ACCEPT PHOTOS WITH THE APPLICANT WEARING GLASSES.
 - **IF YOU WILL BE TRAVELING TO INDIA FOR A CONFERENCE, SEMINAR OR WORKSHOP YOU WILL BE REQUIRED TO SUBMIT EACH OF THE FOLLOWING ITEMS:**
 - 1.) A CLEARANCE LETTER FROM THE MINISTRY OF HOME AFFAIRS.
 - 2.) A CLEARANCE LETTER FROM THE MINISTRY OF EXTERNAL AFFAIRS.
 - 3.) A CLEARANCE LETTER FROM THE STATE GOVERNMENT/UNION TERRITORIES
 - 4.) A CLEARANCE LETTER FROM THE MINISTRY THAT HOLDS JURISDICTION OVER THE CONFERENCE. EXAMPLE, AN EDUCATION CONFERENCE NEEDS A LETTER FROM THE MINISTRY OF EDUCATION ETC.
- IN THE CASE THAT YOU ARE REQUESTING A VISA TO TRAVEL TO A CONFERENCE/SEMINAR OR WORKSHOP THE APPLICANT SHOULD APPLY FOR THE SHORTEST DURATION BUSINESS VISA AVAILABLE (IF APPROVED, A 3 MONTH SINGLE ENTRY BUSINESS VISA WILL BE GRANTED)

CONTINUED...



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002

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

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

- THE CONSULATE'S ARE BEING VERY SELECTIVE ABOUT ISSUING A 5/10 YEAR MULTIPLE ENTRY VISA. WHEN REQUESTING A VISA TO BE ISSUED FROM ONE OF THE **CONSULATE'S LOCATED IN NEW YORK - CHICAGO AND SAN FRANCISCO**; YOU WILL BE REQUIRED THAT YOUR COMPANY LETTER AND THE INVITATION LETTER LIST THE DATES FOR ALL FUTURE TRAVEL DATES FOR THE NEXT 5 OR 10 YEARS OR THEY WILL NOT ACCEPT THE APPLICATION.
- THE **CONSULATE IN NEW YORK WILL NOT ISSUE A 10 YEAR MULTIPLE ENTRY** SO BE SURE YOUR SUPPORTING VISA DOCUMENTS REQUEST EITHER THE 1 YEAR OR 5 YEAR VISA OR THE CONSULATE WILL NOT ACCEPT THE APPLICATION.
- IF YOU APPLY ONLINE FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THEN THE 5 OR 10 YEARS; PLEASE BE ADVISED THAT THE **CONSULATE FEES ARE NON REFUNDABLE**.
- IF YOU CARRY A **BANGLADESH PASSPORT** EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS AND THERE IS NO GUARANTEE THAT YOUR VISA WILL BE ISSUED AT ALL. YOU WILL BE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION (PLEASE [CLICK HERE](#) TO COMPLETE THE SPECIAL APPLICATION AND SEND 2 COPIES WITH 2 ADDITIONAL PASSPORT TYPE PHOTOS)
- IF YOU CARRY A **PAKISTAN PASSPORT** EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS AND THERE IS NO GUARANTEE THAT YOUR VISA WILL BE ISSUED AT ALL. YOU WILL ALSO BE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION (PLEASE [CLICK HERE](#) TO COMPLETE THE SPECIAL APPLICATION AND SEND 4 COPIES ALONG WITH 4 ADDITIONAL PASSPORT TYPE PHOTOS).
- IF TRAVELING AS A **CREW MEMBER ON A PRIVATE AIRCRAFT** THE CONSULATE HAS BEEN KNOWN TO ASK FOR ADDITIONAL INFORMATION (SUCH AS A COPY OF THE LANDING PERMIT) AND WILL TAKE 3 TO 6 WEEKS TO BE APPROVED.
- APPLICANT'S **TAKING UP EMPLOYMENT IN INDIA** (WITH A CONTRACT) SHOULD APPLY FOR AN EMPLOYMENT VISA.

CONTINUED...



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002

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

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

- INDIVIDUALS WORKING IN DESIGNATED U.S. AGENCIES OR TECHNOLOGY AREAS (WORKING FOR OR WITH AN ESTABLISHMENT ENGAGED IN DEFENSE, RESEARCH, NUCLEAR, SPACE AND MISSILE TECHNOLOGY ETC.) WILL BE REQUIRED TO SUBMIT AN ADDITIONAL APPLICATION. PLEASE [CLICK HERE](#) TO COMPLETE THE ADDITIONAL APPLICATION.
- APPLICANTS BORN IN INDIA APPLYING FOR THE 1ST TIME ON ANY U.S. PASSPORT MUST SUBMIT THEIR INDIAN PASSPORT AND A COMPLETED REUNICIATION FORM ([CLICK HERE](#) TO COMPLETE THE APPLICATION) OR SUBMIT THEIR EXPIRED U.S. PASSPORT WITH A PREVIOUSLY ISSUED INDIAN VISA (IF APPLICABLE).

REVISED: 4-26-2010 (EL)



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002

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

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

EXAMPLE OF A COMPANY LETTER OF GUARANTEE

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 MULTIPLE ENTRY BUSINESS VISA VALID FOR
(1 YEAR, 5 YEARS, OR 10 YEARS).
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. **DO NOT ATTENTION
THIS LETTER TO VIP SERVICES!**

CONSULATE GENERAL OF INDIA
HOUSTON
(FAX NOS.00-1-713-626-627-2034 & 2450 /993-9347)

**ADDITIONAL FORM TO BE FILLED IN BY NON-RESIDENTS IN BOLD
CAPITAL LETTERS, ALONG WITH VISA APPLICATION FORM**

NAME OF THE APPLICANT _____

FATHER'S/HUSBAND'S NAME _____

NATIONALITY _____

DATE & PLACE OF BIRTH _____

PPT. NO. WITH DATE AND
PLACE OF ISSUE _____

OCCUPATION _____

PERMANENT ADDRESS _____
(In country of origin) _____

LOCAL COMPLETE ADDRESS _____

TYPE OF VISA HOLDING FOR STAY IN USA _____

SIGNATURE OF THE APPLICANT _____

FOR OFFICE USE ONLY

TO _____

REPEAT TO _____

OUR REF NO.HOU/CONS/ _____ /2004 DATED _____

THE ABOVE MENTIONED _____ NATIONAL(S)

HAS/HAVE APPROACHED THIS POST FOR SINGLE/MULTIPLE

ENTRY, TROURIST/BUSINESS _____ MONTHS VISA TO INDIA.

REQUEST FAX CLEARANCE, IF NO REPLY IS RECEIVED WITHIN 72
HOURS, THE VISA WILL BE ISSUED AS PER THE MHA INSTRUCTIONS.

VICE CONSUL (CONS.)