



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#: _____

CREDIT CARD INFORMATION:

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

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

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: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN__



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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>N/A</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: SEE NEXT PAGES

COMMENTS: AN ADDITIONAL FEE OF \$58.00 WILL BE CHARGED IF YOU RESIDE IN THE STATES OF ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, OR WISCONSIN.

REVISED: 01-19-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations

INDIA CONSULATE JURISDICTION'S
WITH PROCESSING TIMES AND LISTING
ANY SPECIAL REQUIRMENTS FOR THAT
PARTICULAR CONSULATE

HOUSTON CONSULATE

JURISDICTION: ALABAMA, ARKANSAS, FLORIDA, GEORGIA, KANSAS,
LOUISIANA, MISSISSIPPI, OKLAHOMA AND TEXAS.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS A PRC PASSPORT HOLDER AND OR A NIGERIAN PASSPORT HOLDER'S VISA APPLICATION. THE CONSULATE RECOMMENDS THAT YOU SUBMIT THE VISA APPLICATION WELL IN ADVANCE AND DO NOT BUY AN AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

CHICAGO CONSULATE

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

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

THE CONSULATE IN CHICAGO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA. WHEN REQUESTING A VISA TO BE ISSUED AND VALID FOR MORE THAN 1 YEAR THE CONSULATE ASKS THAT THE U.S. EMPLOYER COMPANY LETTER AND THE INVITATION FROM THE INDIAN COMPANY LIST THE DATES FOR ALL FUTURE TRAVEL COVERING THE NEXT 5 OR 10 YEARS OR THEY 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 THAN 5 OR 10 YEARS; THE CONSULATE FEES WILL BE NON REFUNDABLE. THE CONSULATE RECOMMENDS THAT YOU SUBMIT THE VISA APPLICATION WELL IN ADVANCE AND DO NOT BUY AN AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

CONTINUED...

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, PUERTO RICO, RHODE ISLAND, VERMONT AND THE VIRGIN ISLANDS.

PROCESSING TIME: 5 TO 7 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). WHEN REQUESTING A VISA TO BE ISSUED AND VALID FOR MORE THAN 1 YEAR THE CONSULATE ASKS THAT THE U.S. EMPLOYER COMPANY LETTER AND THE INVITATION FROM THE INDIAN COMPANY LIST THE DATES FOR ALL FUTURE TRAVEL COVERING THE NEXT 5 YEARS OR THEY WILL NOT ACCEPT THE APPLICATION. IF YOU APPLY ONLINE FOR A 5 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN 5 YEARS; THE CONSULATE FEES WILL BE NON REFUNDABLE. THE CONSULATE RECOMMENDS THAT YOU SUBMIT THE VISA APPLICATION WELL IN ADVANCE AND DO NOT BUY AN AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

SAN FRANCISCO CONSULATE

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, COLORADO, HAWAII, IDAHO, MONTANA, NEBRESKA, NEVEDA, NEW MEXICO, OREGAN, UTAH, WASHINGTON AND WYOMING.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

THE CONSULATE IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA. 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. THE CONSULATE RECOMMENDS THAT YOU SUBMIT THE VISA APPLICATION WELL IN ADVANCE AND DO NOT BUY AN AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

CONTINUED...

WASHINGTON, DC EMBASSY

JURISDICTION: BERMUDA, DELAWARE, DISTRICT OF COLUMBIA,
KENTUCKY, MARYLAND, NORTH CAROLINA, SOUTH
CAROLINA, TENNESSEE, VIRGINIA, AND WEST VIRGINA.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

THE CONSULATE RECOMMENDS THAT YOU SUBMIT THE VISA
APPLICATION WELL IN ADVANCE AND DO NOT BUY AN AIRLINE TICKET
UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

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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)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2) (THE CONSULATE WILL NOT ACCEPT PHOTOS IF THE APPLICANT IS WEARING GLASSES)
- 3.) [CLICK HERE](#) TO COMPLETE THE 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 THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS.
- 4.) CLEAR COPY OF YOUR TRAVEL ITINERARY
- 5.) COMPANY LETTER OF GUARANTEE FROM THE U.S. EMPLOYER LISTING THE FOLLOWING INFORMATION AND PRINTED ON THEIR COMPANY LETTERHEAD:
 - THE NATURE OF THE BUSINESS TO BE PERFORMED
 - LIST THE ADDRESS AND CONTACT INFORMATION OF YOUR REFERENCE IN INDIA
 - THE LETTER MUST LIST THE REQUESTED VALIDITY (1, 5 OR 10 YEAR) AND SHOULD MATCH THE SAME PERIOD OF TIME AS LISTED IN THE INVITATION AND APPLICATION
 - GUARANTEE THE MAINTENANCE AND ALL EXPENSES
 - GUARANTEE THE APPLICANT WILL BE IN POSSESSION OF A RETURN AIRLINE TICKET BACK TO THE USA (OR COUNTRY OF NEXT DESTINATION)

CONTINUED...



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- 6.) A COPY OF THE INVITATION FROM YOUR CONTACT COMPANY IN INDIA LISTING THE FOLLOWING INFORMATION AND 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.
 - RETURN AIRLINE TICKETS BACK TO THE USA (OR COUNTRY OF NEXT DESTINATION)
- 7.) CLEAR COPY OF YOUR VALID DRIVERS LICENSE
- 8.) SUPPLEMENTAL APPLICATION (IF YOU HAVE A USA GREEN CARD THEN YOU DO NOT NEED TO COMPLETE A SUPPLEMENTAL FORM)
- 9.) 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 U.S. 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).
- 10.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00
- 11.) CONSULATE FEE: THE FEES WILL BE LISTED ON THE APPLICATION WHEN FILLED OUT ONLINE. FEES VARY PER NATIONALITY

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

- 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 APPLICANTS 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 INFORMATION LISTED IN COMPANY LETTER AND INVITATION LETTER HAS TO MATCH THE APPLICATION OR THE CONSULATE WILL NOT ACCEPT THE APPLICATION AND IT WILL DELAY THE PROCESS.
- 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 PHOTO COPY OF THE STATE ISSUED DRIVERS LICENSE, STATE ISSUED ID OR THE COPY OF A UTILITY BILL MUST MATCH THE (CURRENT AND PERMANENT) ADDRESS ON THE APPLICATION EXACTLY OR IT WILL BE REJECTED.
- IF YOU WILL BE TRAVELING TO INDIA FOR A CONFERENCE, SEMINAR OR WORKSHOP YOU WILL BE REQUIRED TO SUBMIT LETTERS OF INVITATION FROM THE ORGANIZER OF THE CONFERENCE IN INDIA AS WELL AS FROM THE ORGANIZATION IN THE USA WHICH NOMINATED THE APPLICANT TO ATTEND THE CONFERENCE. YOU MUST PRODUCE THE NODAL MINISTRY CLEARANCE ALONG WITH AN INVITATION TO A CONFERENCE-SEMINAR-WORKSHOP BEING ORGANIZED BY A 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 YOU CAN NOT PRODUCE THE NODAL MINISTRY CLEARANCE THE CONSULATE WILL NOT ACCEPT THE APPLICATION.** 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).

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- 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. YOU WILL BE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION (PLEASE [CLICK HERE](#) TO COMPLETE THE SPECIAL APPLICATION AND SEND 2 COPIES AND 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. YOU WILL ALSO BE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION (PLEASE [CLICK HERE](#) TO COMPLETE THE SPECIAL APPLICATION AND SEND 4 COPIES AND 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.
- 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 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.

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- **FORMER INDIAN NATIONALS NATURALIZED BEFORE JUNE THE 1ST 2010**, DO NOT HAVE TO OBTAIN A RENUNCIATION CERTIFICATE BUT ONE OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THEIR APPLICATION:
 - 1.) CANCELLED INDIAN PASSPORT
 - 2.) IF THE INDIAN PASSPORT HAS NOT BEEN CANCELLED THEN PLEASE SUBMIT YOUR INDIAN PASSPORT, COVER LETTER ASKING THE CONSULATE TO CANCEL THEIR PASSPORT AND 2 COMPLETED RENUNCIATION FORMS ([CLICK HERE](#)) TO COMPLETE THE APPLICATION.
 - 3.) CONSULATE FEE OF \$20.00 (PLUS VIP SERVICE FEE OF \$55.00)
- **FORMER INDIAN NATIONALS NATURALIZED AFTER MAY 31ST 2010** ARE REQUIRED TO SURRENDER CITIZENSHIP OF INDIA. IF THE APPLICANT HAS NOT ALREADY DONE SO THEN YOU CAN EXPECT THE PROCESSING TIME TO INCREASE ACCORDINGLY. IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, BE SURE TO SUBMIT ONE OF THE FOLLOWING DOCUMENTS:
 - 1.) CERTIFICATE OF RENUNCIATION ISSUED BY A CONSULATE OF INDIA OR,
 - 2.) THE INDIAN PASSPORT THAT CONTAINS A STAMP THAT SPECIFICALLY RENOUNCES CITIZENSHIP.

IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITIZENSHIP, OR CANNOT SHOW PROOF THEN THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

- 1.) 2 (TWO) RENUNCIATION FORMS [CLICK HERE](#) TO COMPLETE THE APPLICATION.
- 2.) CONSULATE FEE OF \$175.00 (PLUS VIP SERVICE FEE OF \$55.00)
- 3.) GOOD CLEAR COPY OF THE APPLICANTS NATURALIZATION CERTIFICATE
- 4.) MOST RECENT INDIAN PASSPORT. IF YOU CANNOT SUBMIT YOUR MOST RECENT PASSPORT YOU MUST SUBMIT A COPY OF YOUR CERTIFICATE OF NATURALIZATION AND AN AFFIDAVIT [CLICK HERE](#) TO COMPLETE THE REQUIRED.

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MOST IMPORTANT: VISA APPLICANTS THAT CARRY A PASSPORT FROM AFGHANISTAN, CHINA, IRAN, PAKISTAN, 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 YOUR AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

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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.)