



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: info@vippassports.com

NOTICE

IN ACCORDANCE TO THE NEW VISA REGULATIONS BROUGHT TO OUR ATTENTION BY THE INDIA VISA PROCESSING CENTER (CKGS 516-206-1483).

BEGINNING ON MONDAY 7-24-2017 ALL VISA APPLICATIONS SUBMITTED VIA A 3RD PARTY WILL AUTOMATICALLY BE RETURNED TO THE APPLICANT ONCE THE VISA HAS BEEN ISSUED. THE PASSPORT WILL BE RETURNED BACK DIRECT VIA UPS TO THE ADDRESS LISTED ON THE VISA APPLICATION. WE WILL BE UPDATING THE INFORMATION AS SOON AS THE EXACT DETAILS ARE MADE AVAILABLE.

THANK YOU FOR YOUR UNDERSTANDING,
VIP PASSPORT SERVICES, INC.



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WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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INDIA BUSINESS VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	<u>ONLINE APPLICATION:</u>	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	PROOF OF RESIDENCE:	<u>1-COPY</u>
INVITATION:	<u>1-COPY</u>	DISCLAIMER FORM:	<u>1</u>
CERTIFICATE OF INCORPORATION:	<u>1-COPY</u>	PARTICULARS FORM:	<u>1</u>

OTHER: PLEASE SEE THE NEXT PAGES FOR MORE DETAILED INFORMATION.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE PAGE FOUR)	_____
MONEY ORDER:	<u>\$6.00</u>
OTHER FEE: <u>CONSULATE PROCESSING/OUTSOURCING FEE</u>	<u>\$17.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*<u>FEDERAL EXPRESS FEES:</u>	
PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**<u>VISA PROCESSING TIME</u>	
REGULAR PROCESSING TIME:	<u>SEE NEXT PAGES</u>

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

REVISED: 04-06-2017 (SDL)



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INDIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED U.S. PASSPORT** - MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES.
- 2.) **ONE PASSPORT-TYPE PHOTOGRAPH (2X2):**
 - ❖ GLASSES ARE NOT ACCEPTED
 - ❖ TAKEN WITHIN THE LAST 6 MONTHS (MUST BE CURRENT)
- 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. AFTER YOU HAVE COMPLETED THE ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS.

IMPORTANT: WE STRONGLY RECOMMEND DOWNLOADING & STUDYING THE SAMPLE ONLINE APPLICATION FORM BEFORE FILLING THE ACTUAL FORM ONLINE. **[CLICK HERE TO DOWNLOAD](#)**

- 4.) **COMPANY LETTER OF GUARANTEE** FROM THE U.S. EMPLOYER PRINTED ON THEIR COMPANY LETTERHEAD: (**[SEE EXAMPLE ON PAGE 12](#)**).

IMPORTANT: THE ADDRESS AND CONTACT INFORMATION ON THE COMPANY LETTERHEAD MUST BE THE SAME AS THE ADDRESS AND CONTACT INFORMATION COMPLETED ON THE ON-LINE APPLICATION.

- 5.) **BUSINESS INVITATION:** FROM THE SPONSORING COMPANY IN INDIA. THE LETTER SHOULD BE PRINTED ON COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE CONSULATE OF INDIA, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE). THE BUSINESS LETTER MUST ADHERE TO THE FOLLOWING GUIDELINES:
 - ❖ BRIEFLY INTRODUCE THE APPLICANT (PLEASE SPECIFY EMPLOYMENT STATUS/POSITION HELD IN THE COMPANY BY APPLICANT).
 - ❖ STATE THE NATURE OF THE BUSINESS TO BE CONDUCTED (IE. 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).

CONTINUED→



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6.) **PROOF OF RESIDENCE:** SUBMIT ONE OF THE FOLLOWING

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

IMPORTANT: THE ADDRESS MUST NOT CONTAIN A P.O. BOX AND THE ADDRESS MUST BE THE SAME AS THE HOME AND PERMANENT ADDRESS LISTED ON THE ON-LINE APPLICATION.

7.) **PARTICULARS FORM** (SEE PAGES 11)

8.) **CKGS DISCLAIMER FORM** (SEE PAGE 12)

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

10.) **CONSULATE FEE:**

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	TOTAL FEE
1 YR MULTIPLE ENTRY	\$163.00	\$17.00	\$180.00
5 YR MULTIPLE ENTRY	\$273.00	\$17.00	\$290.00
10 YR MULTIPLE ENTRY	\$273.00	\$17.00	\$290.00

CONTINUED→



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COMMON ERROR(S) TO AVOID WHEN COMPLETING THE ONLINE APPLICATION

ERRORS **CANNOT** BE FIXED! AN ERROR OF ANY TYPE WILL RESULT IN THE APPLICATION BEING REJECTED BY THE CONSULATE. A NEW ON-LINE APPLICATION WILL HAVE TO BE COMPLETED IF ERRORS ARE FOUND.

APPLICANT'S NAME MUST BE ENTERED EXACTLY AS IT IS IN THE PASSPORT

- SURNAME – LAST NAME
- GIVEN NAME – FIRST AND MIDDLE NAME

INDIAN MISSION: SELECT THE CONSULATE FOR APPLICANT'S JURISDICTION (*REFER TO PAGES 8-9 TO FIND YOUR JURISDICTION*)

PERMANENT AND CURRENT ADDRESS: MUST MATCH THE ADDRESS EXACTLY AS THE ADDRESS ON THE PROOF OF RESIDENCE.

TYPE OF VISA: MAKE SURE THIS IS THE SAME AS WHAT IS REQUESTED ON THE LETTER OF INVITATION OR U.S. COMPANY LETTER.

TWO SIGNATURES: ON PAGE ONE THE SIGNATURE BOX IS IN THE TOP RIGHT CORNER BELOW WHERE YOUR PICTURE BELONGS. SIGNATURE SHOULD NOT EXTEND OUTSIDE OF THE BOX. ON PAGE TWO THE SIGNATURE CAN BE FOUND AT THE BOTTOM OF THE PAGE.

PRINTING THE APPLICATION: THE TWO PAGE APPLICATION MUST BE PRINTED AS SINGLE SIDED. DOUBLE SIDED OR BACK TO BACK APPLICATIONS ARE NOT ACCEPTED BY THE CONSULATE. ALSO, BE SURE THE APPLICATION PRINTS A BARCODE AT THE BOTTOM.

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

***IF TRAVELING FOR CASUAL BUSINESS, AND MEETS ALL THE ELIGIBILITY REQUIREMENTS, THE APPLICANT MAY ALSO APPLY FOR A 30-DAY VISA UPON ARRIVAL. FOR MORE INFORMATION, [CLICK HERE](#).**

CONTINUED→



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*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, 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 YOU APPLY ONLINE FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN THE 5 OR 10 YEARS; PLEASE BE ADVISED THAT THE **CONSULATE FEES ARE NON-REFUNDABLE**.

*IF YOUR PASSPORT OR APPLICATION INDICATES THAT YOU OR YOUR PARENTS/GRANDPARENTS WERE **BORN IN PAKISTAN**, YOU WILL BE REQUIRED TO SUBMIT THE APPLICATION AND PAPERWORK IN PERSON AT THE C.K.G.S. OFFICE IN YOUR JURISDICTION.

*PILOTS AND CREW MEMBERS OF ALL CHARTERED, PRIVATE AIRCRAFT, CARGO, DEMONSTRATION AND TRAINERS FLIGHTS ARE IN THE CATEGORY OF UNSCHEDULED AIRLINES AND ARE TREATED AS REFERENCE CASES NEEDING PRIOR CLEARANCE FROM THE COMPETENT AUTHORITY IN INDIA. THE TIME REQUIRED FOR PROCESSING THEIR APPLICATIONS WILL TAKE A MINIMUM OF 5 WEEKS. NO VISA WILL BE ISSUED WITHOUT THE MANDATORY CLEARANCE. IT WOULD BE BEST IF THE APPLICANTS APPLYING FOR THE BUSINESS VISA IN THIS CATEGORY SHOULD ALSO SUBMIT THE FOLLOWING DOCUMENTS (*IF APPLICABLE*):

- COPY OF THE LANDING PERMIT
- COPY OF THE CREW MEMBER ID BADGE
- COPY OF THE FAA ISSUED PILOTS LICENSE
- COPY OF THE TRIP SHEET
- COPY OF THE USA COMPANY'S ICAO-ISSUED AIR OPERATOR'S PERMIT
- COPY OF THE AIR PERMIT FROM THE COMPANY IN INDIA THAT THE CREW MEMBER WILL BE VISITING

*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, AND 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.

CONTINUED →



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*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. THE CONSULATE ASKS THAT YOU SUBMIT THE APPLICATION AT LEAST 2 TO 3 WEEKS PRIOR TO THE APPLICANTS DEPARTURE DATE FROM THE USA.

* 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).

* FORMER INDIAN NATIONALS MUST SHOW PROOF OF THEIR 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.) CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
- 2.) THE APPLICANT'S 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 CITEZENSHIP, OR CANNOT SHOW PROOF, PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS ON WHAT TO SUBMIT WITH THE OTHER REQUIRED DOCUMENTATION.

MOST IMPORTANT: FORMER INDIAN PASSPORT HOLDERS CAN EXPECT DELAYS AS THE PROCESS TAKES AN UNDETERMINED AMOUNT OF TIME TO HAVE THE VISA ISSUED. THE INDIAN CONSULATE RECOMMENDS THAT APPLICANT'S DO NOT PURCHASE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 04-06-2017 (SDL)

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.***

➤ **HOUSTON CONSULATE:**

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

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

- ⇒ 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

➤ **ATLANTA CONSULATE:**

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

PROCESSING TIME: 8 TO 15 BUSINESS DAYS

➤ **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*)

CONTINUED →

➤ **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: 04-06-2017 (SDL)

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

DATE: _____

EMBASSY/CONSULATE OF INDIA

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 **(1 YEAR, 5 YEAR, OR 10 YEAR)** BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

SUPERVISOR'S SIGNATURE

(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!