



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

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<u>1</u>	ONLINE APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>1</u>	DRIVERS LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	BIRTH CERTIFICATE:	<u>N/A</u>

OTHER: **PLEASE SEE THE NEXT PAGES FOR MORE DETAILED INFORMATION. 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 REQUIRE APPROVAL FROM INDIA BEFORE THE VISA CAN BE ISSUED (IS SUBJECT TAKE SEVERAL WEEKS TO BE APPROVED SO PLEASE PLAN YOUR TRIP ACCORDINGLY).**

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCEING 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: 05-07-2012 (SDL)

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

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.

CONTINUE...

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.

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 IN SAN FRANCISCO 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.

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

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INDIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

BUSINESS VISA:

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES)
- 2.) (1) ONE 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 THE ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT (IN BOTH PLACES) AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS
- 4.) COPY OF THE 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 OR INVITING COMPANY 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
 - BE SURE THE ADDRESS AND CONTACT INFORMATION ON THE COMPANY LETTERHEAD MATCH THE ADDRESS AND CONTACT INFORMATION AS YOU HAVE LISTED AS YOUR EMPLOYER ON THE APPLICATION.

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
- PROBABLE DURATION OF STAY
- PLACES AND ORGANIZATIONS TO BE VISITED

7.) COPY OF APPLICANTS VALID DRIVERS LICENSE

8.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00

9.) CONSULATE FEE:

- \$163.00 - (1) ONE YEAR MULTIPLE ENTRY
- \$243.00 - (5) FIVE YEAR MULTIPLE ENTRY
- \$243.00 - (10) TEN YEAR MULTIPLE ENTRY

***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 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) .

CONTINUED...



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- 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 (CAN NOT INDICATE A P.O. BOX ADDRESS) .
- 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) .
- 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 INDICATES THAT YOU WERE **BORN IN PAKISTAN** EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS AND THERE IS NO GUARANTEE THAT YOUR VISA WILL BE ISSUED.
- 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 IS SUBJECT TO TAKE SEVERAL WEEKS TO BE APPROVED .

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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.
- FORMER INDIAN NATIONALS MUST SHOW PROOF OF THEIR RENUNCIATION OF THEIR INDIAN CITIZENSHIP.

IF THE APPLICANT HAS ALREADY RENONUCED INDIAN CITIZENSHP, ONE OF THE FOLLOWING MUST BE PRODUCED ALONG WITH THE APPLICATION:

- 1.) THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE OR,
- 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 CITEZENSHIP, OR CANNOT SHOW PROOF, THE FOLLOWING MUST BE PROVIDED. PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS.

MOST IMPORTANT: FORMER INDIAN PASSPORT HOLDERS CAN EXPECT THE PROCESS TO TAKE AN 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 (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.
DO NOT ATTENTION THIS LETTER TO VIP SERVICES!