



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 ENTRY 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>N/A</u>	DRIVERS LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>N/A</u>	BIRTH CERTIFICATE:	<u>1-COPY</u>

OTHER: IF YOUR PASSPORT INDICATES THAT YOU WERE BORN IN PAKISTAN
EXPECT THE PROCESS TO TAKE 4-8 WEEKS AND THERE IS NO GUARANTEE
THAT YOUR VISA WILL BE ISSUED AT ALL. SEE NEXT PAGE'S 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>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<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: 03-05-2012 (SDL)

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 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.

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. 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.

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.

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.

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 IN DC IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR
A 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.

REVISED: 01-19-2012 (KS)



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INDIA

AN ENTRY VISA IS GIVEN TO THOSE OF INDIAN ORIGIN VISITING INDIA FOR TOURISM OR OTHER NON-BUSINESS RELATED PURPOSES. MEMBERS OF THE FAMILY OF A PERSON EMPLOYED IN INDIA ARE ALSO ELIGIBLE FOR AN ENTRY VISA. THE LATTER CASE, DOCUMENTS ESTABLISHING THE EMPLOYMENT OF THE SPOUSE ALONG WITH A COPY OF HIS/HER EMPLOYMENT VISA MUST BE ATTACHED. IN ADDITION, AN ENTRY VISA SHOULD BE APPLIED FOR IF THE PURPOSE OF VISIT IS NOT COVERED BY ANY OTHER TYPE VISA LISTED. FOR AN ENTRY VISA PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

ENTRY 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 VISA 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 AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS.
- 4.) COPY OF THE MARRIAGE CERTIFICATE (IF JOINING SPOUSE) OR A COPY OF THE BIRTH CERTIFICATE (IF JOINING PARENT OR SIBLING)
- 5.) COPY OF THE FAMILY MEMBERS INFORMATIONAL PAGE OF THE PASSPORT AND A COPY OF THEIR INDIAN EMPLOYMENT VISA
- 6.) CLEAR COPY OF YOUR TRAVEL ITINERARY
- 7.) CLEAR COPY OF YOUR VALID DRIVERS LICENSE
- 8.) WHEN REQUESTING A 5 OR 10 YEAR MULTIPLE ENTRY VISA- PLEASE SEND LETTER ADDRESSED TO THE CONSULATE OUTLINING THE NEED-NOT ALL REQUESTS FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISAS ARE HONORED.
- 9.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00
- 10.) CONSULATE FEE:\$103.00 - (6) SIX MONTH MULTIPLE ENTRY
\$143.00 - (1) ONE YEAR MULTIPLE ENTRY
\$223.00 - (5) TEN YEAR MULTIPLE ENTRY

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VALIDITY: THE CONSULATES ARE BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA.

IMPORTANT NOTES (MUST READ) :

- 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) .
- 5 YEAR AND 10 YEAR MULTIPLE ENTRY VISAS ARE AVAILABLE TO U.S. PASSPORT HOLDERS UNDER A BILATERAL AGREEMENT. THE VALIDITY OF THE VISA IS ISSUED AT THE DISCRETION OF THE VISA OFFICER.
- 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 .
- THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE THE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN YOUR POSSESSION.
- 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 VISA APPLICATION EXACTLY OR IT WILL BE REJECTED.
- 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.
- FORMER INDIAN NATIONALS **NATURALIZED BEFORE JUNE 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)

CONTINUED...



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- **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 \$178.00 (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 FORM).

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.

REVISED: 03-05-2012 (SDL)