

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: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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INDIA ENTRY VISA

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1-ONLINE
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
PARTICULARS FORM:	1	DISCLAIMER:	1
PROOF OF RESIDENCE:	1-COPY	BIRTH CERTIFICATE:	1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>CONSULATE/OUTSOURCING FEE</u>	<u>\$17.00</u>
RETURN SHIPPING FEE: (DIRECT FROM EMBASSY/CONSULATE)	<u>\$24.70</u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

RETURN SHIPPING

AS OF JULY 24TH, 2017, ALL VISA APPLICATIONS SUBMITTED VIA 3RD PARTY SERVICES WILL BE RETURNED TO THE APPLICANT'S ADDRESS AS LISTED ON THE VISA APPLICATION.

REGULAR PROCESS TIME: SEE NEXT PAGES

VISA PROCESSING TIMES VARY BASED ON JURISDICTION.

COMMENTS: AN ADDITIONAL FEE OF \$58.00 WILL BE CHARGED IF RESIDING 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: 5-2-2018(JENN)

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INDIA ENTRY VISA

WHO IS ELIGIBLE FOR AN ENTRY VISA:

- **APPLICANTS OF INDIAN ORIGIN** (PERSON WHO HAS HELD INDIAN NATIONALITY, OR A CHILD OR GRANDCHILD OF A PERSON WHO HAS HELD INDIAN NATIONALITY)
- **APPLICANT IS A SPOUSE OR CHILD OF A PERSON OF INDIA ORIGIN**
- **APPLICANT'S PURPOSE OF VISIT TO INDIA DOES NOT MATCH ANY OTHER TYPE OF VISA. IN THIS, THE PURPOSE OF VISIT SHOULD BE CLEARLY EXPLAINED.**

OR

- **APPLICANT IS A SPOUSE OR DEPENDANT FAMILY MEMBER OF A FOREIGN NATIONAL COMING TO INDIA ON LONG TERM VISA SUCH AS EMPLOYMENT, RESEARCH OR STUDENT. IN SUCH CASES, THE VISA DURATION GRANTED IS CO-TERMINUS WITH PERIOD OF THE PRINCIPAL VISA HOLDER. THE PRINCIPAL VISA HOLDER'S VISA MUST BE ISSUED BEFORE THE SPOUSE AND/OR DEPENDANT FAMILY MEMBERS' CAN APPLY FOR THEIR ENTRY VISA**

IF YOU QUALIFY TO APPLY FOR AN ENTRY VISA, PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 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 PHOTOGRAPHS (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](#)

CONTINUED →

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- 4.) **PROOF OF RELATIONSHIP:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF THE MARRIAGE CERTIFICATE (IF JOINING SPOUSE) OR
 - COPY OF THE BIRTH CERTIFICATE (IF JOINING PARENT OR SIBLING)
- 5.) **COPY OF THE FAMILY MEMBER'S INFORMATIONAL PAGE OF THE PASSPORT AND A COPY OF THEIR INDIAN EMPLOYMENT VISA**
- 6.) **COPY OF THE TRAVEL ITINERARY**
- 7.) **COPY OF THE APPLICANT'S VALID DRIVER'S 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.) **PARTICULARS FORM** (SEE PAGE 9)
- 10.) **CKGS DISCLAIMER FORM** (SEE PAGE 10)
- 11.) **CONSULATE/OUTSOURCING FEES:**

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	TOTAL CONSULATE FEE
6 MONTH MULTIPLE ENTRY	\$103.00	\$17.00	\$120.00
1 YEAR MULTIPLE ENTRY	\$143.00	\$17.00	\$160.00
5 YEAR MULTIPLE ENTRY	\$223.00	\$17.00	\$240.00
10 YEAR MULTIPLE ENTRY	\$223.00	\$17.00	\$240.00

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

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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.

YOUR NAME MUST BE ENTERED EXACTLY AS IT IS IN YOUR PASSPORT

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

INDIAN MISSION: SELECT THE CONSULATE FOR YOUR JURISDICTION (REFER TO PAGES 8 AND 9 TO FIND YOUR JURISDICTION)

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

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 LEFT CORNER OF THE 1ST PAGE.

IMPORTANT NOTES (MUST READ):

- IF APPLICANT IS 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](#).
- FOR APPLICANTS THAT ARE LESS THAN 18 YEARS OF AGE PLEASE [CLICK HERE](#) FOR THE SPECIAL INSTRUCTIONS AND LINK TO THE PARENTAL TRAVEL AUTHORIZATION FORM. WHEN SENDING THE FORM PLEASE BE SURE THE SIGNATURES ARE NOTARIZED.

CONTINUED →

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- IF THE APPLICANT IS A NATURALIZED CITIZEN AND 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 PHOTO COPY OF THE STATE ISSUED DRIVER'S LICENSE, STATE ISSUED I.D. OR THE COPY OF A UTILITY BILL MUST MATCH THE ADDRESS (*CURRENT AND PERMANENT*) ON THE VISA APPLICATION EXACTLY OR IT WILL BE REJECTED.
- IF THE PASSPORT INDICATES THE APPLICANT WAS 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 MUST SHOW PROOF OF TH RENUNCIATION OF THEIR INDIAN CITIZENSHIP. IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THE APPLICANTS NATURALIZATION CERTIFICATE ALONG WITH ONE OF THE FOLLOWING DOCUMENTS:
 - ❖ A CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE OR,
 - ❖ 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 CITIZENSHIP, 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.

REVISED: 5-2-2018 (JENN)

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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)

➤ HOUSTON CONSULATE:

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

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

⇒ THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS VISA REQUESTS FOR APPLICANTS HOLD PASSPORT ISSUED BY PRC AND/OR NIGERIA

⇒ 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

⇒ AT THIS TIME, THE HOUSTON CONSULATE IS CURRENTLY ONLY ALLOWING SUBMISSION FOR 1-YEAR VISAS FOR MOST NON-U.S. NATIONALITIES. IF YOU ARE A NON-U.S. PASSPORT-HOLDER APPLYING FOR 5 OR 10-YEAR VISA, PLEASE BE AWARE THAT THE CONSULATE WILL MOST LIKELY REQUEST NEW DOCUMENTATION REQUESTING SHORTER VALIDITY. THE NEW DOCUMENTS REQUESTED WILL INCLUDE, BUT NOT BE LIMITED TO, APPLICATION FORM, COMPANY LETTER, AND INVITATION. REQUESTS FOR NEW DOCUMENTATION WILL ALSO INCUR A DELAY IN PROCESSING.

➤ ATLANTA CONSULATE

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

PROCESSING TIME: 8 TO 10 BUSINESS DAYS

➤ CHICAGO CONSULATE

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

PROCESSING TIME: 7 TO 10 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, 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*). IF APPLYING 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, GUAM, HAWAII, IDAHO, MONTANA, NEVEDA, OREGAN, UTAH, WASHINGTON, WYOMING*

PROCESSING TIME: 7 TO 10 BUSINESS DAYS

- ⇒ THE CONSULATE IN SAN FRANCISCO 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*). IF APPLYING 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.
- ⇒ IF THE APPLICANT SUBMITTED ANYTHING OTHER THAN A COPY OF THEIR DRIVERS LICENSE TO SUBSTANTIATE THEIR CURRENT PLACE OF RESIDENCE, THE CONSULATE WILL ALSO WANT A COPY OF THEIR PHOTO ID.
- ⇒ APPLICANTS THAT LIST THEIR OCCPATION AS STUDENT, RETIRED OR UNEMPLOYED MUST ALSO SUBMIT A COPY OF THEIR LAST 3 BANK STATEMENTS.
- ⇒ IF THE APPLICANT IS A MINOR AND WILL NOT BE TRAVELING WITH BOTH PARENTS, THE CONSULATE WILL WANT TO SEE A COPY OF BOTH PARENTS' LAST 3 BANK STATEMENTS.

➤ **WASHINGTON, DC EMBASSY**

JURISDICTION: *BERMUDA, DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, NORTH CAROLINA, VIRGINIA AND WEST VIRGINIA*

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

REVISED: 5-1-2018 (JENN)

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 _____