

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### ELECTRONIC REQUESTS

#### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

#### BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

#### RETURN INFORMATION

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,  
IF DIFFERENT FROM THE ONE LISTED ABOVE

EMAIL FOR RETURN OF DOCUMENT:

#### 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 E-VISA (e-TV) U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	E-TV REQUEST FORM:	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>\$77.15</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

#### RETURN SHIPPING FEES (SELECT ONE)

THE COMPLETED E-VISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED E-VISA.

REGULAR PROCESS TIME: **1 TO 2 DAYS**

COMMENTS: IF TRAVELING TO INDIA FOR BUSINESS, PLEASE BE SURE TO ALSO INCLUDE A CLEAR COLOR COPY OF THE APPLICANT'S BUSINESS CARD.

REVISED: 5-2-2018(JENN)

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## INDIA E-TOURIST VISA

U.S. PASSPORT HOLDER

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

### 1.) COPY OF VALID PASSPORT

- MINIMUM OF 6 MONTHS VALIDITY
- AT LEAST TWO BLANK VISA PAGES

### 2.) ONE (1) COMPLETED REQUEST FORM

### 3.) ONE COLOR PASSPORT-TYPE PHOTO

- MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND
- CAN BE EMAILED TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS

### 4.) COPY OF TRAVEL ITINERARY

- MUST SHOW PORTS OF ENTRY AND EXIT IN INDIA
- E-VISAS CAN ONLY BE OBTAINED IF YOU WILL BE ENTERING/EXITING THROUGH ONE OF THE FOLLOWING AIRPORTS:

AHMEDABAD	AMRITSAR	BENGALURU	CHENNAI
COCHIN	DELHI	GAYA	GOA
HYDERABAD	JAIPUR	KOLKATA	LUCKNOW
MUMBAI	TIRUCHIRAPALLI	TRIVANDRUM	VARANASI

### 5.) CONSULATE FEES: \$77.15

**VALIDITY:** E-VISAS ARE VALID FOR DOUBLE-ENTRY UP TO 120 DAYS FROM DATE OF ISSUE. E-TOURIST VISAS MAY BE OBTAINED A MAXIMUM OF TWO TIMES PER CALENDAR YEAR. IF YOU WILL BE NEEDING A VISA VALID FOR MORE THAN 120 DAYS AND/OR WITH MULTIPLE ENTRIES (*MORE THAN 2*), PLEASE CONTACT OUR OFFICE FOR THE APPROPRIATE INSTRUCTIONS.

#### **SPECIAL NOTES:**

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM)) OR BY SHIPPING TO OUR OFFICE. IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.
- IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

REVISED: 5-2-2018 (JENN)

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# INDIA e-VISA REQUEST FORM

## PERSONAL PARTICULARS

- 1.) SURNAME(S):
- 2.) GIVEN NAME(S):
- 3.) GENDER:
- 4.) DATE OF BIRTH (DD/MM/YYYY):
- 5.) PLACE OF BIRTH:
- 6.) CURRENT NATIONALITY:
- 7.) HOW DID YOU OBTAIN THIS NATIONALITY?
  
- 8.) OTHER PREVIOUS/PAST NATIONALITIES?  
SPECIFY:
- 9.) MARITAL STATUS:
- 10.) RELIGION:
- 11.) EDUCATION QUALIFICATION:
- 12.) VISIBLE IDENTIFICATION MARKS:

## PASSPORT DETAILS

- 1.) PASSPORT NUMBER:
- 2.) DATE OF ISSUE (DD/MM/YYYY):
- 3.) DATE OF EXP. (DD/MM/YYYY):
- 4.) PLACE OF ISSUE:
- 5.) ANY OTHER PASSPORT/DOCUMENT?
- 6.) COUNTRY OF ISSUE:
- 7.) PASSPORT/IC NUMBER:
- 8.) PLACE OF ISSUE:
- 9.) DATE OF ISSUE:
- 10.) CITIZENSHIP I.D. NUMBER:
- 11.) HAVE YOU LIVED IN THE COUNTRY YOU ARE APPLYING FROM FOR AT LEAST 2 YEARS?

## CONTACT DETAILS

- 1.) CURRENT ADDRESS:   
CITY/STATE/ZIP
- 2.) PHONE NUMBER:
- 3.) MOBILE NUMBER:
- 4.) EMAIL ADDRESS:
- 5.) PERMANENT ADDRESS:   
CITY/STATE/ZIP

## HAVE YOU VISITED ANY S.A.A.R.C. COUNTRIES?

IF YES, LIST COUNTRIES:

## FAMILY DETAILS

	NAME	NATIONALITY	PREV. NATIONALITY	PLACE OF BIRTH
FATHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MOTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPOUSE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

WERE YOUR GRANDFATHER/GRANDMOTHER (PATERNAL/MATERNAL) PAKISTAN NATIONALS OR BELONG TO A PAKISTAN-HELD AREA?

## DETAILS OF VISA SOUGHT

- 1.) PURPOSE OF VISIT:
- 2.) DATE OF ENTRY (DD/MM/YYYY):
- 3.) PORT OF ENTRY:
- 4.) DATE OF EXIT (DD/MM/YYYY):
- 5.) PORT OF EXIT:
- 6.) CITIES TO BE VISITED:
- 7.) HOTEL DURING STAY:  
➤ ADDRESS:   
➤ PHONE:
- 8.) HAVE YOU EVER BEEN TO INDIA?  
➤ PREVIOUS VISA TYPE:   
➤ PLACE OF ISSUE:   
➤ VISA NUMBER:   
➤ DATE OF ISSUE:   
➤ ADDRESS OF STAY:   
➤ PREVIOUS CITIES VISITED:
- 9.) COUNTRIES VISITED IN THE PAST 10 YEARS:
- 10.) HAVE YOU EVER BEEN REFUSED A VISA TO INDIA? IF YES, GIVE DETAILS BELOW:
- 11.) HAVE YOU EVER BEEN REFUSED ENTRY TO INDIA? IF YES, GIVE DETAILS BELOW:

**PROFESSIONAL/OCCUPATION DETAILS**

- 1.) CURRENT OCCUPATION:
- 2.) EMPLOYER NAME/BUSINESS:
- 3.) EMPLOYER ADDRESS:
- 4.) EMPLOYER PHONE:
- 5.) EMPLOYER WEBSITE ADDRESS:
- 6.) PAST OCCUPATION, IF ANY:
- 7.) ARE/HAVE YOU WORK WITH ARMED FORCES/POLICE/PARA MILITARY FORCES:
  - ORGANIZATION:
  - PLACE OF POSTING:
  - DESIGNATION:
  - RANK:

**PROFESSIONAL DETAILS OF SPOUSE**

- 8.) CURRENT OCCUPATION:
- 9.) EMPLOYER NAME/BUSINESS:
- 10.) EMPLOYER ADDRESS:
- 11.) EMPLOYER PHONE:
- 12.) PAST OCCUPATION, IF ANY:

**DETAILS OF REFERENCES**

REFERENCE IN INDIA

- NAME:
- ADDRESS IN INDIA:
- PHONE NUMBER IN INDIA:
- COMPANY WEBSITE (*BUSINESS eVISAS ONLY*):

REFERENCE IN COUNTRY OF ORIGIN:

- NAME:
- ADDRESS IN U.S.:
- PHONE NUMBER IN U.S.:

APPLICANT SIGNATURE _____	DATE _____
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