



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#: _____

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

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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: _____



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

VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: INDIA TOURIST VISA-NON USA PASSPORT

DOCUMENTS REQUIRED:

| | | | |
|--------------------------|------------|-------------------------------------|---------------|
| VALID PASSPORT: | <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> | SUPPLEMENTAL FORM: SEE OTHER | <u>1</u> |
| COPY OF INVITATION: | <u>N/A</u> | BIRTH CERTIFICATE: | <u>1-COPY</u> |

OTHER: PLEASE SEND A CLEAR COPY OF THE FRONT AND BACK OF YOUR GREEN CARD OR THE ORIGINAL I-94 AND USA VISA-IF YOU HAVE A USA GREEN CARD THEN YOU DO NOT NEED TO COMPLETE THE SUPPLEMENTAL FORM-SEE 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: | <u>\$75.00</u> |
| CONSULATE FEE: (SEE ONLINE APPLICATION) | <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: 5-7 DAYS

COMMENTS: IF YOU DO NOT HAVE A RESIDENT CARD (GREEN CARD) OR A LONG TERM USA VISA (3 YEARS OR MORE) EXPECT THE CONSULATE TO TAKE AT LEAST 10-12 DAYS FOR PROCESSING. 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: 4-26-2010 (EL)



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

INDIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) SIGNED PASSPORT (WITH A MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES OR THE FRONT AND BACK OF ONE PAGE WITH BLANK VISA PAGES)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2) (**SEE IMPORTANT NOTE**)
- 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-**IF THE APPLICANT DOES NOT HAVE A REFERENCE IN INDIA (A PERSON), IT WILL BE NECESSARY TO PUT DOWN THE HOTEL INFORMATION TO WHERE THEY WILL BE STAYING. THEY MUST HAVE A REFERENCE IN INDIA LISTED ON THE APPLICATION.**
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COPY OF YOUR VALID DRIVERS LICENSE
- 6.) COPY OF BIRTH CERTIFICATE (CLEAR COPY) OR:
 - US BORN - ONLY A COPY OF THE BIRTH CERTIFICATE WILL BE ACCEPTED
 - INDIAN BORN - THOSE BORN IN INDIA CAN USE A COPY OF THEIR BIRTH CERTIFICATE, OLD INDIAN PASSPORT OR SCHOOL LEAVING CERTIFICATE.
 - **ALL OTHERS - THOSE NOT BORN IN THE USA OR INDIA SHOULD SUBMIT A COPY OF THEIR BIRTH CERTIFICATE OR ANY OTHER GOVERNMENT DOCUMENT FROM THE COUNTRY OF ORIGIN THAT HAS THE PARENTS NAME, DATE OF BIRTH AND NATIONALITY. IF THE BIRTH CERTIFICATE IS NOT IN ENGLISH THEN YOU WILL NEED TO ARRANGE FOR IT TO BE TRANSLATED INTO ENGLISH BY A CERTIFIED TRANSLATOR PRIOR TO SUBMITTING THE APPLICATION.**

CONTINUED...



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

- 7.) COPY OF YOUR VALID USA GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 8.) SUPPLEMENTAL APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE A US GREEN CARD)
- 9.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00
- 10.) CONSULATE FEE: THE FEES WILL BE LISTED ON THE APPLICATION WHEN FILLED OUT ONLINE. FEES VARY PER NATIONALITY

VALIDITY: THE CONSULATE IS CURRENTLY ONLY ISSUING A 6 MONTH (180 DAY) MULTIPLE ENTRY. THE VALIDITY AND LENGTH OF STAY IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER AND THE CONSULATE FEES ARE NON REFUNDABLE.

IMPORTANT NOTES (MUST READ):

- A TOURIST VISA IS GIVEN TO THOSE VISITING INDIA FOR TOURISM OR OTHER NON-BUSINESS RELATED PURPOSES. THE VALIDITY OF THE VISA IS ISSUED AT THE DECISION OF THE VISA OFFICER.
- THERE SHOULD BE A **GAP OF AT LEAST 2 MONTHS BETWEEN SEPARATE VISITS** TO INDIA TRAVELING ON A TOURIST VISA. FOR TOURIST VISA HOLDERS WHO INTEND TO VISIT WITHIN 2 MONTHS OR THEIR LAST VISIT, AN APPLICATION FOR A PERMIT TO RE-ENTER INDIA WILL BE NECESSARY. NO PERMIT WILL BE NEEDED IF THE VISA HOLDER IS TRAVELING TO MULTIPLE COUNTRIES ON THE SAME ITINERARY AND THE TRIP FOLLOWS THE TRAVEL ITINERARY EXACTLY. THE VISA HOLDER MUST CARRY A COPY OF THE TRAVEL ITINERARY TO SHOW THE IMMIGRATION OFFICER.
- THE CONSULATE RECOMMENDS THAT YOU **DO NOT PURCHASE THE AIRLINE TICKETS** UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT BE IN YOUR POSSESSION.
- THE PHOTO COPY OF THE STATE ISSUED DRIVERS LICENSE (OR STATE ISSUED ID OR COPY OF A UTILITY BILL) MUST MATCH THE ADDRESS ON THE VISA APPLICATION EXACTLY OR THE APPLICATION WILL BE REJECTED.

CONTINUED...



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

- IF YOU CARRY A **PAKISTAN PASSPORT** EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS AND THERE IS NO GUARANTEE THAT YOUR VISA WILL BE ISSUED AT ALL. YOU WILL ALSO BE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION (PLEASE [CLICK HERE](#) TO COMPLETE THE SPECIAL APPLICATION AND SEND 4 COPIES ALONG WITH 4 ADDITIONAL PASSPORT TYPE PHOTOS).
- IF YOU CARRY A **BANGLADESH PASSPORT** EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS AND THERE IS NO GUARANTEE THAT YOUR VISA WILL BE ISSUED AT ALL. YOU WILL BE REQUIRED TO COMPLETE AN ADDITIONAL APPLICATION (PLEASE [CLICK HERE](#) TO COMPLETE THE SPECIAL APPLICATION AND SEND 2 COPIES WITH 2 ADDITIONAL PASSPORT TYPE PHOTOS)
- THE CONSULATE IN SAN FRANCISCO DOES NOT ACCEPT PHOTOS WITH THE APPLICANT WEARING GLASES.
- IF YOU **DO NOT HAVE A US RESIDENT CARD** (GREEN CARD) YOU CAN EXPECT THE PROCESS TO TAKE AT LEAST 10 TO 12 DAYS TO BE COMPLETED. THE CONSULATE WILL HAVE TO REFER THE APPLICATION TO THE INDIAN EMBASSY IN YOUR COUNTRY OF ORIGINAL RESIDENCE AND THE CONBSULATE WILL CHARGE AN ADDITIONAL REFERENCE FEE OF \$20.00.

REVISED: 4-26-2010 (EL)

CONSULATE GENERAL OF INDIA
HOUSTON
(FAX NOS.00-1-713-626-627-2034 & 2450 /993-9347)

**ADDITIONAL FORM TO BE FILLED IN BY NON-RESIDENTS IN BOLD
CAPITAL LETTERS, ALONG WITH VISA APPLICATION FORM**

NAME OF THE APPLICANT _____

FATHER'S/HUSBAND'S NAME _____

NATIONALITY _____

DATE & PLACE OF BIRTH _____

PPT. NO. WITH DATE AND
PLACE OF ISSUE _____

OCCUPATION _____

PERMANENT ADDRESS _____
(In country of origin) _____

LOCAL COMPLETE ADDRESS _____

TYPE OF VISA HOLDING FOR STAY IN USA _____

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

TO _____

REPEAT TO _____

OUR REF NO.HOU/CONS/ _____ /2004 DATED _____

THE ABOVE MENTIONED _____ NATIONAL(S)

HAS/HAVE APPROACHED THIS POST FOR SINGLE/MULTIPLE

ENTRY, TOURIST/BUSINESS _____ MONTHS VISA TO INDIA.

REQUEST FAX CLEARANCE, IF NO REPLY IS RECEIVED WITHIN 72
HOURS, THE VISA WILL BE ISSUED AS PER THE MHA INSTRUCTIONS.

VICE CONSUL (CONS.)