

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 TOURIST VISA NON-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
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
PROOF OF RESIDENCE:	1-COPY	SUPPLEMENTAL FORM:	1
LETTER OF INVITATION:	N/A	PARTICULAR FORM:	1

ALL NON – US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS – U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

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)	_____
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>CONSULATE/OUTSOURCING FEE</u>	<u>\$17.50</u>
<u>OUT OF JURISDICTION FEE</u>	_____
RETURN SHIPPING FEE: (SHIPPED DIRECT FROM EMBASSY/CONSULATE)	<u>\$24.70</u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

RETURN SHIPPING FEES (SELECT ONE)

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

PROCESS TIMES VARY BASED ON JURISDICTION.

COMMENTS: AN ADDITIONAL FEE OF \$58.00 WILL BE CHARGED IF YOU RESIDE IN THE STATE OF ALABAMA, FLORIDA, GEORGIA, ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, MISSISSIPPI, NORTH DAKOTA, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, VIRGIN ISLANDS, OR WISCONSIN.

REVISED 5-1-2018 (JENN)

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PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **ONE (1) SIGNED PASSPORT** (MUST HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES)
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPHS (2x2)** (THE CONSULATE WILL NOT ACCEPT PHOTOS IF THE APPLICANT IS WEARING GLASSES)
- 3.) **ONE (1) COMPLETED ONLINE APPLICATION** -
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 ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. *THE INDIA VISA APPLICATION HAS TWO (2) PLACES FOR THE APPLICANT'S SIGNATURE. FIRST, EACH APPLICANT MUST SIGN COMPLETELY INSIDE THE BOX ON PAGE ONE BELOW THEIR PICTURE. MINORS WHO CANNOT YET WRITE THEIR NAME MAY USE A THUMBPRINT (BLACK INK) INSTEAD. IF ANY PART OF THE SIGNATURE IS OUTSIDE OF THE PROVIDED BOX, THE APPLICATION WILL BE REJECTED. SECONDLY, THE APPLICANT MUST ALSO SIGN AT THE BOTTOM OF PAGE TWO (2). IF THE APPLICANT IS A MINOR (UNDER 18) BOTH PARENTS OR LEGAL GUARDIAN(S) MUST SIGN.* **BE SURE THE APPLICANT LISTS THE ADDRESS HERE IN THE U.S. UNDER PRESENT ADDRESS AND THEN LISTS THE ADDRESS IN THEIR HOME COUNTRY FOR THE PERMANENT ADDRESS.**
- 4.) **ONE (1) COPY OF THE TRAVEL ITINERARY**
- 5.) **PROOF OF U.S. STATUS** (PLEASE SUBMIT **ONE** OF THE FOLLOWING):
 - COPY OF VALID U.S. GREEN CARD
 - ORIGINAL U.S. VISA AND I-94 (VISIT www.cbp.gov/i94)
- 6.) ****ONE (1) COPY OF PROOF OF RESIDENCE:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF VALID DRIVER'S LICENSE
 - MOST RECENT MAJOR UTILITY BILL (GAS, WATER, ELECTRIC)
 - SIGNED LEASE AGREEMENT

CONTINUED →

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****WHEN COMPLETING THE APPLICATION, PLEASE BE SURE THAT THE "PRESENT ADDRESS" MATCHES THE ADDRESS LISTED ON THE PROOF OF RESIDENCE. WHEN COMPLETING THE "PERMANENT ADDRESS" SECTION, PLEASE LIST THE MOST RECENT ADDRESS HELD IN APPLICANT'S COUNTRY OF ORIGINAL. CONSULATE REQUIRES THE APPLICATION TO BE COMPLETED EVEN WHEN APPLICANT HOLDS PERMANENT RESIDENCE IN THE U.S. PLEASE CONTACT VIP IF YOU HAVE QUESTIONS REGARDING THIS INSTRUCTION.**

- 7.) **SUPPLEMENTAL APPLICATION FORM**-[CLICK HERE](#) TO COMPLETE THE CORRECT SUPPLEMENTAL FORM ACCORDING TO YOUR PLACE OF RESIDENCE-BE SURE TO PRINT OUT THE FORM AND SEND IT ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS
- 8.) **PARTICULARS FORM** (SEE PAGES 10)
- 9.) **CKGS DISCLAIMER** (SEE PAGE 11)
- 10.) **CONSULATE FEE**: [CLICK HERE](#) FOR A LIST OF CONSULATE FEES BASED ON VALIDITY AND/OR NATIONALITY OF APPLICANT(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 DISCRETION OF THE VISA OFFICER.
- THE PHOTO COPY OF THE STATE ISSUED DRIVERS LICENSE, STATE ISSUED ID OR THE COPY OF A UTILITY BILL MUST MATCH THE CURRENT ADDRESS ON THE APPLICATION EXACTLY OR IT WILL BE REJECTED.
- WHEN COMPLETING THE APPLICATION AND SUPPLEMENTAL FORM, PLEASE BE SURE TO LIST THE APPLICANT'S CURRENT/MOST RECENT FORMER ADDRESS IN THEIR COUNTRY OF ORIGIN.
- 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](#).

CONTINUED →

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- FOR APPLICANTS THAT ARE UNDER THE AGE OF 18, THE CONSULATE WILL WANT THE APPLICANT TO SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTATION:
 - ❖ COPY OF THE INFORMATIONAL PAGE OF BOTH PARENTS PASSPORTS
 - ❖ COPY OF BOTH PARENTS' DRIVER'S LICENSE TO SUBSTANTIATE THEIR PLACE OF RESIDENCE
 - ❖ THE 2ND PAGE OF THE APPLICATION MUST BE DULY NOTARIZED WITH A NOTARY STAMP AND SEAL; APPLICATIONS WITHOUT BOTH PARENTS' SIGNATURES WILL NOT BE ACCEPTED.
 - ❖ COPY OF THE MINOR'S LONG FORM BIRTH CERTIFICATE
 - ❖ BOTH PARENTS MUST SIGN THE 2ND PAGE OF THE APPLICATION
 - ❖ MINORS WHO CAN NOT WRITE THEIR NAME MUST USE THEIR THUMB PRINT TO BE PLACED INSIDE THE BOX ON PAGE ONE (IN BLACK INK)
 - ❖ PARENTAL TRAVEL AUTHORIZATION FORM (NOTARIZED)-PLEASE [CLICK HERE](#) TO GO TO THE LINK TO COMPLETE THE PARENTAL AUTHORIZATION FORM

- IF THE APPLICANT IS A NATURALIZED CITIZEN AND IF THE APPLICATION INDICATES THAT THEY HAVE HAD A NAME CHANGE, THEY ARE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL DOCUMENT SHOWING THAT NAME CHANGE (*i.e. MARRIAGE CERTIFICATE OR LEGAL COURT DOCUMENT*).

- **BANGLADESH PASSPORT HOLDERS** (OR APPLICANTS BORN IN BANGLADESH) WILL BE REQUIRED TO APPEAR IN PERSON TO SUBMIT THEIR APPLICATION AND SUPPORTING DOCUMENTS

- **PAKISTAN PASSPORT HOLDERS** (OR APPLICANTS BORN IN PAKISTAN) WILL BE REQUIRED TO APPEAR IN PERSON TO SUBMIT THEIR APPLICATION AND SUPPORTING DOCUMENTS

- FORMER INDIAN NATIONALS MUST SHOW PROOF OF THE RENUNCIATION OF THEIR INDIAN CITIZENSHIP. IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THEIR NATURALIZATION CERTIFICATE ALONG WITH ONE OF THE FOLLOWING:
 - ❖ CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
 - ❖ THE APPLICANT'S CANCELLED INDIAN PASSPORT WITH STAMP STATING THE PASSPORT IS CANCELLED DUE TO OBTAINING U.S.(OR ANY OTHER NON INDIAN COUNTRY) CITIZENSHIP

- IF APPLICANT **DOES NOT HAVE A U.S. RESIDENT CARD (GREEN CARD)**, EXPECT THE PROCESS TO TAKE AT LEAST 10 TO 15 DAYS TO BE COMPLETED. THE CONSULATE WILL HAVE TO REFER THE APPLICATION TO THE INDIAN EMBASSY IN COUNTRY OF ORIGINAL RESIDENCE AND THE CONSULATE WILL CHARGE AN ADDITIONAL REFERENCE FEE OF \$20.00.

- IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITIZENSHIP, OR CANNOT SHOW PROOF, THE FOLLOWING MUST BE PROVIDED. PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS.

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MOST IMPORTANT: VISA APPLICANTS THAT CARRY A PASSPORT FROM AFGHANISTAN, CHINA, IRAN, PAKISTAN, IRAQ, SUDAN, FOREIGNERS OF PAKISTAN ORIGIN AND STATELESS PERSONS SHOULD EXPECT THE VISA ISSUING PROCESS TO TAKE SEVERAL ADDITIONAL WEEKS FOR THE VISA TO BE ISSUED. 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: 5-1-2018 (JENN)

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 _____