



# VIP SERVICES

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: [info@vippassports.com](mailto: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 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: <b>SEE OTHER</b>	<u>1</u>
COPY OF INVITATION:	<u>N/A</u>	BIRTH CERTIFICATE:	<u>N/A</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: SEE NEXT PAGES

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: 01-19-2012 (KS)

**Specializing in Visas, Passports, Document Legalization and Translations**

**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 VIRGINIA.

**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.

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## 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)
- 2.) (2) TWO 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-**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 YOUR VALID U.S. GREEN CARD OR THE ORIGINAL I-94 AND USA VISA
- 7.) SUPPLEMENTAL APPLICATION (ONLY REQUIRED IF YOU DO NOT HAVE A U.S. GREEN CARD)
- 8.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00
- 9.) 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.

CONTINUED...



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## 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).
- 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.
- 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 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 APPLICATION EXACTLY OR IT WILL BE REJECTED.
- 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. 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. 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)

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- IF YOU **DO NOT HAVE A U.S. 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 CONSULATE WILL CHARGE AN ADDITIONAL REFERENCE FEE OF \$20.00.
  
- FORMER INDIAN NATIONALS **NATURALIZED BEFORE JUNE THE 1<sup>ST</sup> 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)
  
- FORMER INDIAN NATIONALS **NATURALIZED AFTER MAY 31<sup>ST</sup> 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.

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**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 \$175.00 (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:** 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 A 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: 01-19-2012 (KS)

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, TROURIST/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.)