

# 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

### 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

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## INDIA TOURIST 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-TYPED
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
PARTICULARS FORM:	1	DISCLAIMER:	1
PROOF OF RESIDENCE:	1-COPY	BIRTH CERTIFICATE:	1-MINORS ONLY

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 24<sup>TH</sup>, 2017, ALL VISA APPLICATIONS SUBMITTED VIA 3<sup>RD</sup> 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: 5-1-2018(JENN)

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## INDIA TOURIST VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED U.S. PASSPORT** - MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE-BY-SIDE BLANK VISA PAGES.

2.) **ONE CURRENT PASSPORT-TYPE PHOTOGRAPH (2X2):**  
❖ GLASSES ARE NOT ACCEPTED

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. ALL TOURIST APPLICATIONS SHOULD REQUEST A VISA VALID FOR 10 YEARS (120 MONTHS). APPLICATIONS RECEIVED REQUESTING A DIFFERENT VALIDITY MAY INCUR A DELAY IN SUBMISSION/PROCESSING.**

**IMPORTANT:** WE STRONGLY RECOMMEND DOWNLOADING AND STUDYING THE SAMPLE ONLINE APPLICATION FORM BEFORE FILLING THE ACTUAL FORM ONLINE.  
**[CLICK HERE TO DOWNLOAD](#)**

4.) **PROOF OF RESIDENCE:** SUBMIT ONE OF THE FOLLOWING  
❖ COPY OF VALID DRIVER'S LICENSE  
❖ MOST RECENT MAJOR UTILITY BILL (I.E. WATER, GAS, ELECTRIC)  
❖ SIGNED LEASE AGREEMENT

**IMPORTANT:** THE ADDRESS MUST NOT CONTAIN A P.O. BOX AND THE ADDRESS MUST BE THE SAME AS THE PERMANENT ADDRESS LISTED ON THE ON-LINE APPLICATION.

5.) **PARTICULARS FORM** (SEE PAGES 9)

6.) **CKGS DISCLAIMER FORM** (SEE PAGE 10)

7.) **COPY OF TRAVEL ITINERARY**

8.) **CONSULATE FEES**

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	TOTAL FEE
10 YR MULTI-ENTRY	\$103.00	\$17.00	\$120.00

**CONTINUED→**

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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 THE PASSPORT

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

**INDIAN MISSION:** SELECT THE CONSULATE FOR APPLICANT'S JURISDICTION  
(REFER TO PAGES 7 AND 8 TO FIND THE 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 THE PICTURE BELONGS. SIGNATURE SHOULD NOT EXTEND OUTSIDE OF THE BOX. ON PAGE TWO, THE SIGNATURE CAN BE FOUND AT THE BOTTOM OF THE PAGE. MINORS UNABLE TO SIGN CAN USE A THUMBPRINT (BLACK INK) INSTEAD. MINORS UNDER THE AGE OF 18 MUST HAVE EITHER BOTH PARENTS OR LEGAL GUARDIAN SIGN THE APPLICATION.

**LENGTH OF VALIDITY:** AS OF APRIL 15<sup>TH</sup>, 2015, ALL TOURIST APPLICATIONS SHOULD REQUEST A VISA VALID FOR 10 YEARS (120 MONTHS). APPLICATIONS RECEIVED REQUESTING A DIFFERENT VALIDITY MAY INCUR A DELAY IN SUBMISSION/PROCESSING.

**PRINTING THE APPLICATION:** THE APPLICATION FORM SHOULD BE PRINTED ON 2 SEPARATE SHEETS OF PAPER, NO FRONT TO BACK PRINT OUT WILL BE ACCEPTED.

**NOTE:** PLEASE MAKE SURE THAT THE APPLICATION FORM PRINTS OUT WITH THE BARCODE AT THE BOTTOM LEFT HAND CORNER OF THE 1<sup>ST</sup> PAGE OF THE APPLICATION.

**CONTINUED →**

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## **IMPORTANT NOTES (MUST READ):**

\*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 2<sup>ND</sup> 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 2<sup>ND</sup> PAGE OF THE APPLICATION
- ❖ MINORS WHO CANNOT 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 COMPLETE THE PARENTAL AUTHORIZATION FORM

\* IF APPLICANT IS TRAVELING FOR TOURISM OR 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](#).

\* IF YOUR PASSPORT OR APPLICATION INDICATES THAT YOU OR YOUR PARENTS/GRANDPARENTS WERE **BORN IN PAKISTAN**, YOU WILL BE REQUIRED TO SUBMIT THE APPLICATION AND PAPERWORK IN PERSON AT THE C.K.G.S. OFFICE IN YOUR JURISDICTION.

\* IF THE APPLICANT IS A NATURALIZED CITIZEN AND 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).

\* THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE THE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN YOUR POSSESSION

\* FORMER INDIAN NATIONALS MUST SHOW PROOF OF THEIR RENUNCIATION OF THEIR INDIAN CITIZENSHIP.

**CONTINUED →**

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IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THEIR NATURALIZATION CERTIFICATE ALONG WITH ONE THE FOLLOWING DOCUMENTS:

- ❖ 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 THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITEZENSHIP, OR CANNOT SHOW PROOF, PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS AND ADDITIONAL DOCUMENTS TO BE REQUIRED.

**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: 5-1-2018 (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

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***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](http://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.

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**Name of the Applicant as per passport**

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**Signature of the Applicant**

**Date** \_\_\_\_\_

**FORM TO BE NOTARIZED WITH BOTH PARENTS SIGNATURE**

**PARENTAL AUTHORIZATION FOR MINORS**

(Children under 18 years old)

I, the undersigned,

Mr

and

Mrs

Capacity (parents or legal guardians)

(Both parents or guardians should provide a copy of his / her ID card with signature and the child birth certificate. If separated or divorced, or in case of adoption, the legal guardian should provide a copy of the judgement.)

having full and complete custody of

Name of minor

Date of birth (day/month/ year):

Residing at

do hereby authorize my child to leave the United States of America,

from (day/month/year)  to (day/month/year)

Place : (CITY and STATE)

Date : \_\_\_\_\_

Mother Signature \_\_\_\_\_

Father Signature \_\_\_\_\_