



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#: _____

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__

Specializing in Visas, Passports, Document Legalization and Translations



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: INDIA TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT: SIGNED	<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>	DRIVERS LICENSE:	<u>1-COPY</u>
COPY OF INVITATION:	<u>N/A</u>	BIRTH CERTIFICATE:	<u>N/A</u>

OTHER: IF YOUR PASSPORT INDICATES THAT YOU WERE BORN IN PAKISTAN
EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS AND THERE IS NO
GUARANTEE THAT YOUR VISA WILL BE ISSUED. 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: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<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: 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: 03-05-2012 (SDL)

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 VIRGINA.

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 U.S. PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES)
- 2.) (1) ONE 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.) CONSULATE PROCESSING/OUTSOURCING FEE: \$13.00
- 7.) CONSULATE FEE: \$63.00 - (6) SIX MONTH MULTIPLE ENTRY
\$153.00 - (5) FIVE YEAR MULTIPLE ENTRY
\$153.00 - (10) TEN YEAR MULTIPLE ENTRY
- 8.) WHEN REQUESTING A 5 OR 10 YEAR MULTIPLE ENTRY VISA- PLEASE SEND A LETTER ADDRESSED TO THE CONSULATE OUTLINING THE NEED-NOT ALL REQUESTS FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISAS ARE HONORED.

VALIDITY: THE CONSULATES ARE BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA. THERE SHOULD BE A GAP OF AT LEAST 2 MONTHS BETWEEN TWO VISITS TO THE COUNTRY ON A TOURIST VISA INRESPECTIVE OF THE DURATION OF VALIDITY OF VISA, ON EACH VISIT A MAXIMUM PERIOD OF STAY IS LIMITED TO 6 MONTHS (180 DAYS) .

CONTINUED...

IMPORTANT NOTES (MUST READ) :

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- 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. 5 AND 10 YEAR MULTIPLE ENTRY VISAS ARE AVAILABLE TO U.S. PASSPORT HOLDERS UNDER A BILATERAL AGREEMENT. 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 OF 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 ITINERAY 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 YOUR PASSPORT INDICATES THAT YOU WERE BORN IN PAKISTAN EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS. THERE IS NO GUARANTEE THAT YOUR VISA WILL BE ISSUED.
- FORMER INDIAN NATIONALS **NATURALIZED BEFORE JUNE 1ST 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)

CONTINUED...



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- **FORMER INDIAN NATIONALS NATURALIZED AFTER MAY 31ST 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.

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: 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 YOUR HAND.

REVISED: 03-05-2012 (SDL)