



# 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: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

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

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_



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## INDIA VISA TRANSFER *U.S. PASSPORT HOLDER*

### DOCUMENTS REQUIRED:

VALID PASSPORT: <b>SIGNED</b>	<u>1</u>	<b>ONLINE APPLICATION(S):</b>	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COVER LETTER:	<u>1</u>	PROOF OF RESIDENCE:	<u>1-COPY</u>
EXPIRED PASSPORT:	<u>1</u>	PARTICULARS FORM:	<u>1</u>
COMPANY LETTER ( <i>BUSINESS</i> ):	<u>1</u>	COPY OF INVITE( <i>BUSINESS</i> ):	<u>1</u>
CERT. OF REGISTR. ( <i>BUSINESS</i> ):	<u>1-COPY</u>	HOTEL CONFIRMATION:	<u>N/A</u>

OTHER: PLEASE SEE THE NEXT PAGES FOR MORE DETAILED INFORMATION.

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE:	<u>\$28.00</u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEE: <u>CONSULATE PROCESSING/OUTSOURCING FEE</u>	<u>\$17.00</u>
SHIPPING FEES: <u>RETURN SHIPPING DIRECT FORM CONS./EMBASSY</u>	<u>\$20.00</u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

#### **\*RETURN DELIVERY INFO:**

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.

#### **\*\*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 ALABAMA, FLORIDA, GEORGIA, ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, MISSISSIPPI, NORTH DAKOTA, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, VIRGIN ISLANDS AND WISCONSIN.

REVISED: 10-6-2017 (JENN)



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## INDIA VISA TRANSFER

TO TRANSFER A VALID VISA FROM AN EXPIRED OR CANCELLED PASSPORT TO A NEW PASSPORT WE WILL NEED THE FOLLOWING DOCUMENTS:

- 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.

**IMPORTANT:** WE STRONGLY RECOMMEND YOU TO DOWNLOAD & STUDY THE SAMPLE ONLINE APPLICATION FORM BEFORE FILLING THE ACTUAL FORM ONLINE. **CLICK HERE TO DOWNLOAD**

- 4.) **PREVIOUS EXPIRED/CANCELLED PASSPORT WITH VALID VISA**
- 5.) **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.

- 6.) **COMPANY LETTER OF GUARANTEE** (*BUSINESS VISAS ONLY*)
- 7.) **COPY OF INVITATION FROM SPONSOR IN INDIA** (*BUSINESS VISAS ONLY*)
- 8.) **COPY OF CERTIFICATE OF REGISTRATION FOR COMPANY IN INDIA** (*BUSINESS VISAS ONLY*)
- 9.) **PARTICULARS FORM** (*PLEASE SEE PAGES 7*)
- 10.) **C.K.G.S. DISCLAIMER** (*SEE PAGE 8*)
- 11.) **COPY OF THE TRAVEL ITINERARY**
- 12.) **COVER LETTER:** REQUESTING THE VISA BE TRANSFERRED FROM THE OLD PASSPORT INTO THE NEW PASSPORT.

**CONTINUED→**



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## 13.) CONSULATE FEES:

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	TOTAL FEE
REMAINING VALIDITY OF VISA BEING TRANSFERRED	\$ 28.00	\$17.00	\$ 45.00

### SPECIAL NOTES:

IF YOU DO NOT SUBMIT THE APPLICATION TO HAVE THE VISA TRANSFERRED AT THE SAME CONSULATE THAT ORIGINALLY ISSUED YOUR VISA, THAN YOU CAN EXPECT THE PROCESS TO TAKE ABOUT 2 TO 3 WEEKS FOR THE CONSULATE WILL NEED TO REQUEST AUTHORIZATION (\$20.00 ADDITIONAL REFERRAL FEE WILL BE CHARGED) TO TRANSFER THE VISA FROM THE ORIGINAL ISSUING CONSULATE. FORMER INDIAN NATIONALS MUST SHOW PROOF OF THEIR RENUNCIATION OF THEIR INDIAN CITIZENSHIP.

IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, ONE OF THE FOLLOWING MUST BE PRODUCED ALONG WITH THE APPLICATION:

- CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE OR
- 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 CITIZENSHIP, OR CANNOT SHOW PROOF, THE FOLLOWING MUST BE PROVIDED. PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS.

### IMPORTANT NOTES (MUST READ):

- FOR APPLICANTS THAT ARE LESS THAN 18 YEARS OF AGE PLEASE [CLICK HERE](#) FOR THE SPECIAL INSTRUCTIONS AND LINK TO THE PARENTAL TRAVEL AUTHORIZATION FORM.

**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 YOUR PASSPORT

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

**INDIAN MISSION:** SELECT THE CONSULATE FOR YOUR JURISDICTION (REFER TO PAGES 6 AND 7 TO FIND YOUR 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 YOUR 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.

**PRINTING THE APPLICATION:** THE TWO PAGE APPLICATION MUST BE PRINTED AS SINGLE SIDED. DOUBLE SIDED OR BACK TO BACK APPLICATIONS ARE NOT ACCEPTED BY THE CONSULATE. ALSO, BE SURE THE APPLICATION PRINTS A BARCODE AT THE BOTTOM LEFT CORNER OF THE 1<sup>ST</sup> PAGE.

**REVISED: 10-6-2017 (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

⇒ 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

➤ **ATLANTA CONSULATE**

JURISDICTION: *ALABAMA, FLORIDA, MISSISSIPPI, PUERTO RICO, SOUTH  
CAROLINA, TENNESSEE, THE VIRGIN ISLANDS*

**PROCESSING TIME:** 6 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

➤ **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

➤ **SAN FRANCISCO CONSULATE**

JURISDICTION: *ALASKA, ARIZONA, CALIFORNIA, GUAM, HAWAII, IDAHO,  
MONTANA, NEVADA, OREGON, UTAH, WASHINGTON, WYOMING*

**PROCESSING TIME:** 7 TO 10 BUSINESS DAYS

➤ **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:** 4-13-2015 (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** \_\_\_\_\_





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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.  
**(TRAVELER)** PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED  
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON  
**(DATE)** AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,  
**(EMPLOYER)**, WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
**(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

**(SUPERVISORS SIGNATURE)**

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**