



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__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: INDIA TRANSFER 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>
COVER LETTER:	<u>1</u>	DRIVERS LICENSE:	<u>1-COPY</u>
EXPIRED PASSPORT:	<u>1</u>	BIRTH CERTIFICATE:	<u>N/A</u>

OTHER: PLEASE BE SURE TO SEND THE COVER LETTER ASKING THE CONSULATE TO TRANSFER THE VISA FROM THE OLD PASSPORT TO THE NEW PASSPORT.
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:	<u>\$28.00</u>
MONEY ORDER:	<u>\$3.00</u>
OTHER FEES: <u>VISA 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)

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

IF THE INDIAN CONSULATE IN HOUSTON DID NOT ISSUE THE VISA YOU ARE ASKING TO BE TRANSFERRED, THEN 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.

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA,
MISSOURI, NORTH DAKOTA, SOUTH DAKOTA
AND WISCONSIN.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

IF THE INDIAN CONSULATE IN CHICAGO DID NOT ISSUE THE VISA YOU ARE ASKING TO BE TRANSFERRED, THEN 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.

CONTINUED...

NEW YORK CONSULATE

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PUERTO RICO, PENNSYLVANIA, RHODE ISLAND, VERMONT AND THE VIRGIN ISLANDS.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

IF THE INDIAN CONSULATE IN NEW YORK DID NOT ISSUE THE VISA YOU ARE ASKING TO BE TRANSFERRED, 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.

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

IF THE INDIAN CONSULATE IN CHICAGO DID NOT ISSUE THE VISA YOU ARE ASKING TO BE TRANSFERRED, 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.

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

IF THE INDIAN CONSULATE IN CHICAGO DID NOT ISSUE THE VISA YOU ARE ASKING TO BE TRANSFERRED, THAN YOU CAN EXPECT THE PROCESS TO TAKE ABOUT 1 TO 3 WEEKS FOR THE CONSULATE WILL NEED TO REQUEST AUTHORIZATION (\$20.00 ADDITIONAL REFERRAL FEE WILL BE CHARGED) TO TRANSFER THE VISA FROM ORIGINAL ISSUING CONSULATE.

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INDIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

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

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) OLD CANCELLED PASSPORT WITH VALID VISA
- 3.) (1) ONE PASSPORT-TYPE PHOTOGRAPHS (2x2) (THE CONSULATE WILL NOT ACCEPT PHOTOS IF THE APPLICANT IS WEARING GLASSES)
- 4.) [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
- 5.) A CLEAR COPY OF YOUR TRAVEL ITINERARY
- 6.) A CLEAR COPY OF YOUR VALID DRIVERS LICENSE
- 7.) COVER LETTER REQUESTING THE VISA BE TRANSFERRED FROM THE OLD PASSPORT INTO THE NEW PASSPORT
- 8.) VISA PROCESSING/OUTSOURCING FEE: \$13.00
- 9.) CONSULATE FEE: \$28.00

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.

CONTINUED...



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IMPORTANT NOTE: 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.

VALIDITY: THE CONSULATE WILL TRANSFER THE VALID VISA FROM THE OLD EXPIRED PASSPORT INTO THE NEW VALID PASSPORT. THE VISA WILL BE VALID UP UNTIL THE EXPIRATION DATE AS LISTED ON THE ORIGINAL VISA.

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