



# 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\_\_

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



# 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)

## INDIA WORK VISA 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>	PARTICULARS FORM:	<u>1</u>
EMPLOYEE DETAILS FORM:	<u>1</u>	PROOF OF ADDRESS:	<u>1-COPY</u>
RÈSUMÈ:	<u>1-COPY</u>	APPOINTMENT LETTER:	<u>1-COPY</u>
INCORPORATION CERTIFICATE:	<u>1-COPY</u>	EMPLOYMENT CONTRACT:	<u>1-COPY</u>
JUSTIFICATION LETTER:	<u>1</u>	TAX LIABILITY LETTER:	<u>1-COPY</u>

OTHER: PLEASE 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>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGES)	<u>                    </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 FROM 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)



# 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)

## INDIA EMPLOYMENT/WORK VISA

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1) **SIGNED U.S. PASSPORT** – MUST HAVE A 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 DOWNLOADING & STUDYING THE SAMPLE ONLINE APPLICATION FORM BEFORE FILLING THE ACTUAL FORM ONLINE. **CLICK HERE TO DOWNLOAD**

- 4) **TAX LIABILITY LETTER**-THE TAX LIABILITY LETTER FROM THE COMPANY IN INDIA WHICH MUST CERTIFY THAT THE INDIAN COMPANY SHOULD BE LIABLE/TAKE RESPONSIBILITY FOR PAYING TAXES ON BEHALF OF THE APPLICANT, APPLICANTS SHOULD UNDERSTAND THAT THERE MAY BE A DELAY IN DECISIONS MADE ON THE ISSUANCE OF THE VISA
- 5) **RESUME** (*CLEAR COPY*)
- 6) **APPOINTMENT LETTER** (*FROM INDIAN COMPANY OR THE AMERICAN COMPANY*) THAT CONTAINS THE ANNUAL SALARY INFORMATION-THE SALARY MUST BE NO LESS THAN \$25,000.00 USD (*CLEAR COPY*)
- 7) **JUSTIFICATION LETTER** - FROM THE EMPLOYER IN INDIA CERTIFYING THAT THE APPLICANT IS A SKILLED AND QUALIFIED PROFESSIONAL, TECHNICAL EXPERT, SENIOR EXECUTIVE OR IN A MANAGERIAL POSITION. THIS LETTER SHOULD STATE THAT THOSE SKILLS ARE NOT AVAILABLE IN INDIA)

**CONTINUED→**



# 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)

- 8) **EMPLOYMENT CONTRACT:** COPY OF THE EMPLOYMENT CONTRACT BETWEEN EMPLOYEE AND EMPLOYER. THE LETTER MUST BE DETAILED AND COMPREHENSIVE.
- 9) **INCORPORATION CERTIFICATE:** A COPY OF THE CERTIFICATE OF REGISTRATION FROM THE COMPANY IN INDIA (PROOF THAT THE ORGANIZATION IS REGISTERED IN INDIA TO DO BUSINESS).
- 10) **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
- 11) **PARTICULARS FORM** (SEE PAGES 8)
- 12) **EMPLOYEES DETAILS FORM** (SEE PAGE 10)
- 13) **CKGS DECLARATION AND UNDERTAKING FORM** (SEE PAGE 9)
- 14) **CONSULATE FEES**

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	TOTAL FEE
6 MONTH MULTI- ENTRY	\$143.00	\$17.00	\$160.00
1 YEAR MULTI- ENTRY	\$223.00	\$17.00	\$240.00
MORE THAN 1 YEAR	\$323.00	\$17.00	\$340.00

- The validity of the visa is issued at the discretion of the consulate and as such fees are non-refundable.

## **ADDITIONAL REQUIREMENTS:**

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

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

- 1.) CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
- 2.) THE APPLICANTS CANCELLED INDIAN PASSPORT WITH STAMP STATING THE PASSPORT IS CANCELLED DUE TO OBTAINING U.S.(OR ANY OTHER NON INDIAN COUNTRY) CITIZENSHIP

**CONTINUED→**



## 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)

**IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITIZENSHIP, PLEASE [CLICK HERE](#) FOR DETAILED INSTRUCTIONS ON WHAT WILL NEED TO BE DONE IN ORDER TO SUBMIT THE PROPER DOCUMENTATION WITH THE REST OF THE REQUIREMENTS.**

IF TRAVELING FOR 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](#).

**IMPORTANT NOTE:** THE CONSULATE ADVISED THAT PROCESSING TIMES, REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CONSULATE IN HOUSTON HAS BEEN KNOWN TO ASK FOR A COPY OF THE APPLICANT'S COLLEGE DEGREE OR TRAINING CERTIFICATE TO SHOW THAT THE APPLICANT IS QUALIFIED FOR THE POSITION THEY HAVE BEEN OFFERED. THE CONSULATE ALSO RECOMMENDS THAT YOU DO NOT PURCHASE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

**REVISED: 04-14-2017 (SDL)**

# **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:** 7 TO 10 BUSINESS DAYS

- ⇒ THE CONSULATE IN HOUSTON HAS BEEN KNOWN TO REQUEST A COPY OF THE APPLICANT'S COLLEGE DEGREE OR TRAINING CERTIFICATES TO SHOW THE APPLICANT IS QUALIFIED TO ACCEPT THE POSITION. TO PREVENT A DELAY IN PROCESSING, THE APPLICATION WE RECOMMEND THAT YOU SEND A COPY OF THE DEGREE OR TRAINING CERTIFICATES TO BE SUBMITTED ALONG WITH THE COPY OF THE RESUME.
- ⇒ 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:** 7 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

**CONTINUED→**

➤ **SAN FRANCISCO CONSULATE**

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

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

- ⇒ 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 I.D.

➤ **WASHINGTON, DC EMBASSY**

JURISDICTION: *BERMUDA, DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, NORTH CAROLINA, VIRGINIA, WEST VIRGINIA.*

**PROCESSING TIME:** 5 TO 8 BUSINESS DAYS

**REVISED: 4-14-2017 (SDL)**

**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

---

***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.

---

**Name of the Applicant as per passport**

---

**Signature of the Applicant**

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

## FORMAT FOR APPLICATION OF VISA TO INDIA

<b>Name</b>	<b>Date of Birth</b>	<b>Educational Qualification (School, College, University)</b>	<b>Technical/Professional Qualification (Engg., Medical, Management, etc)</b>	<b>Specific details of Skill (eg. Mechanical Engineer, Chemical Engineer, Electrical Engineer, Management Degree)</b>	<b>Exact job description that the applicant will perform in India</b>	<b>Length of on-the-job experience</b>
1	2	3	4	5	6	7

APPLICANT NAME: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_