



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@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 EMAIL YOUR
DOCUMENTS TO OUR
OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION:

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

P.O. OR BILLING REF#:

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED E-VISA IS TO BE
EMAILED, IF DIFFERENT FROM THE ONE LIST ABOVE:

EMAIL ADDRESS

METHOD OF PAYMENT

☐ CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$ _____

☐ MONEY ORDER

☐ CASHIER'S CHECK

☐ COMPANY CHECK

SPECIAL INSTRUCTIONS: _____



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INDIA E-VISA U.S. PASSPORT HOLDER

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

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$150.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES: _____	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED EVISA.

REGULAR PROCESS TIME:	2 TO 3 DAYS

COMMENTS: _____

REVISED: 6-14-2023 (EL)



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INDIA E-VISA

U.S. PASSPORT HOLDER

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COPY OF VALID PASSPORT (IN PDF FORMAT)

- MINIMUM OF 6 MONTHS VALIDITY
- AT LEAST TWO BLANK VISA PAGES

2.) ONE (1) COMPLETED REQUEST FORM

3.) ONE COLOR PASSPORT-TYPE PHOTO (IN JPEG/JPG FORMAT)

- MUST BE A CLEAR, COLOR PHOTO ON A WHITE BACKGROUND, AND NO GLASSES
- **CAN BE EMAILED** TO OUR OFFICE OR SENT WITH A PRINTOUT OF ALL OTHER REQUIREMENTS

4.) COPY OF BUSINESS CARD – IF TRAVELING ON BUSINESS (IN PDF FORMAT)

5.) INVITATION LETTER – IF TRAVELING ON BUSINESS

6.) COPY OF TRAVEL ITINERARY

- MUST SHOW PORTS OF ENTRY AND EXIT IN INDIA
- E-VISAS CAN ONLY BE OBTAINED IF YOU WILL BE ENTERING THROUGH ONE OF THE FOLLOWING POINTS OF ENTRY:

AIRPORTS			
AHMEDABAD	AMRITSAR	BAGDOGRA	BENGALURU
BHABANESHWAR	CALICUT	CHENNAI	COCHIN
COIMBATORE	DELHI	GAYA	GOA
GUWAHATI	HYDERABAD	JAIPUR	KOLKATA
LUCKNOW	MADURAI	MAANGALORE	MUMBAI
NAGPUR	PORTBLAIR	PUNE	TIRUCHIRAPALLI
TRIVANDRUM	VARANSI	VIKAKHAPATNUM	
SEAPORTS			
CHENNAI	COCHIN	GOA	MANGALORE
MUMBAI			

7.) CONSULATE FEES:

VISA TYPE	VALIDITY	CONSULATE FEE
BUSINESS	ONE YEAR	\$104.72
TOURIST	30 DAY (SEE BELOW)	\$27.22
	ONE YEAR	\$42.61
	FIVE YEAR	\$83.78

DURING THE MONTHS OF APRIL, MAY, & JUNE THE 30 DAY TOURIST E-VISA WILL COST \$10.25.

CONTINUED...



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VALIDITY: BUSINESS E-VISAS ARE VALID FOR MULTIPLE ENTRY UP TO 365 DAYS FROM DATE OF ISSUE, WHILE TOURIST E-VISAS ARE VALID FOR UP TO FIVE (5) YEARS. THE ONE AND FIVE YEAR TOURIST E-VISA ALLOWS FOR A STAY UP TO 180 DAYS PER CALENDAR YEAR, WHILE 30-DAY E-VISAS ONLY PERMIT A STAY OF UP TO 30 DAYS. IF YOU PREFER HAVING THE VISA ISSUED ON A PAGE IN YOUR PASSPORT, PLEASE CONTACT OUR OFFICE FOR THE APPROPRIATE INSTRUCTIONS.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY ([INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com)) OR BY SHIPPING TO OUR OFFICE. **IF THE DOCUMENTS ARE EMAILED, PLEASE BE SURE THE PHOTO IS IN .JPEG FORMAT AND ALL OTHER DOCUMENTS ARE IN .PDF FORMAT.**
- THE E-VISA IS NOT ALLOWED FOR EMPLOYMENT, NGO/VOLUNTEER ACTIVITIES AND OR JOURNALISM PURPOSES. IF YOU DO NOT QUALIFY FOR AN E-VISA, PLEASE CONTACT OUR OFFICE FOR ADDITIONAL INSTRUCTION AND GUIDANCE ON APPLYING FOR A VISA.

REVISED: 6-17-2025 (EL)

E-VISA REQUEST FORM

VISA REQUESTED	☐ TOURIST → ☐ 30-DAY SINGLE ☐ 1-YEAR MULTIPLE ☐ 5-YEAR MULTIPLE				
	☐ BUSINESS (ONE-YEAR, MULTIPLE ENTRY ONLY)				
SURNAME (AS SHOWN IN PASSPORT)					
GIVEN NAME (AS SHOWN IN PASSPORT)					
HAVE YOU EVER CHANGED YOUR NAME		☐ NO ☐ YES – PREVIOUS NAME: _____			
CITIZENSHIP/NATIONAL I.D.					
WERE YOU NATURALIZED		NO YES – WHEN: _____			
PLACE OF BIRTH (CITY, STATE, COUNTRY)					
RELIGION					
VISIBLE IDENTIFICATION MARKS					
EDUCATION QUALIFICATIONS					
HOW DID YOU OBTAIN CURRENT NATIONALITY					
PREVIOUS NATIONALITY, IF ANY					
HAVE YOU LIVED AT LEAST TWO YEARS IN THE COUNTRY FROM WHICH YOU ARE APPLYING		NO YES			
FULL HOME ADDRESS (STREET, CITY, STATE, ZIP)& PHONE NUMBER					
FAMILY DETAILS		NAME	PRESENT NATIONALITY	PREV. NATIONALITY	PLACE OF BIRTH
	FATHER				
	MOTHER				
	SPOUSE				
WERE ANY OF YOUR GRAND PARENTS PAKISTAN NATIONALS, OR BELONG TO PAKISTAN-HELD AREA		NO YES			
PRESENT OCCUPATION					
EMPLOYER NAME/BUSINESS					
DESIGNATION/RANK					
ADDRESS & PHONE OF EMPLOYER					

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

E-VISA REQUEST FORM

PAST OCCUPATION, IF ANY			
ARE/WERE YOU IN MILITARY, POLICE, SECURITY ORGANIZATION? IF YES, PLEASE PROVIDE DETAILS	BRANCH RANK DESIGNATION		
DATE AND PORT OF ENTRY INTO INDIA			
DATE AND PORT OF EXIT FROM INDIA			
ADDRESS OF STAY DURING VISIT			
CITIES TO BE VISITED			
HAVE YOU EVER VISITED INDIA BEFORE	NO YES		
ADRESS OF PREVIOUS STAY IN INDIA			
CITIES VISITED DURING YOUR PREVIOUS VISIT			
PREVIOUS VISA INFORMATION	TYPE NUMBER DATE & PLACE OF ISSUE		
HAS PERMISSION TO VISIT OR EXTEND STAY IN INDIA PREVIOUSLY BEEN REFUSED	☐ NO ☐ YES		
COUNTRIES VISITED IN THE LAST 10 YEARS			
HAVE YOU VISITED S.A.A.R.C. COUNTRIES DURING THE LAST 3 YEARS	☐ NO ☐ YES		
REFERENCE IN INDIA	CONTACT NAME: COMPANY NAME: ADDRESS: PHONE & EMAIL: WEBSITE:		
REFERENCE IN U.S.A.	NAME: ADDRESS: PHONE & EMAIL:		
HAVE YOU EVER BEEN ARRESTED/ PROSECUTED/CONVICTED BY A COURT IN ANY COUNTRY?	☐ YES	☐ NO	
HAVE YOU EVER BEEN REFUSED ENTRY/DEPORTED BY ANY COUNTRY, INCLUDING INDIA?	☐ YES	☐ NO	
HAVE EVER BEEN ENGAGED IN HUMAN/DRUG TRAFFICKING, CHILD ABUSE, CRIMES AGAINST WOMEN, ECONOMIC OFFENSES, OR FINANCIAL FRAUD?	☐ YES	☐ NO	
HAVE YOU EVER BEEN ENGAGED IN CYBER CRIME TERRORIST ACTIVITIES, SABOTAGE, ESPIONAGE, GENOCIDE, POLITICAL KILLING, OR OTHER ACT OF VIOLENCE?	☐ YES	☐ NO	
HAVE YOU EVER BY AN MEANS OR MEDIUM EXPRESSED VIEWS THAT JUSTIFY OR GLORIFY TERRORIST VIOLENCE OR THAT MAY ENCOURAGE OTHERS OT TERRORIST ACTS OR OTHER SERIOUS CRIMINAL ACTS?	☐ YES	☐ NO	

ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION (WHEN APPLICABLE).

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

E-VISA REQUEST FORM

HAVE YOU SOUGHT ASYLUM (POLITICAL OR OTHERWISE) IN ANY COUNTRY?	☐ YES	☐ NO
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