



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)	<u>\$150.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

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: SEE BELOW

2 TO 3 DAYS – DURING OFF PEAK SEASON.
7 TO 14 DAYS – DURING PEAK SEASON.

GENERALLY, THE PEAK SEASON IS USUALLY FROM NOVEMBER TO FEBRUARY.

COMMENTS: _____

REVISED: 12-10-2025 (EL)



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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.) INVITATION LETTER FROM ORGANIZER – IF TRAVELING FOR A CONFERENCE

7.) POLITICAL CLEARANCE FROM MINISTRY OF EXTERNAL AFFAIRS (MEA), GOVERNMENT OF INDIA - IF TRAVELING FOR A CONFERENCE

8.) EVENT CLEARANCE FROM MINISTRY OF HOME AFFAIRS (MHA), GOVERNMENT OF INDIA - IF TRAVELING FOR A CONFERENCE

9.) 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			

CONTINUED..



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10.) **CONSULATE FEES:**

VISA TYPE	VALIDITY	CONSULATE FEE
BUSINESS	ONE YEAR	\$146.61
CONFERENCE	30 DAY	\$146.61
TOURIST	30 DAY (SEE BELOW)	\$27.22
	ONE YEAR	\$42.61
	FIVE YEAR	\$83.78

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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 AND ARE MULTIPLE ENTRY, WHILE 30-DAY(SINGLE OR DOUBLE ENTRY) E-VISAS ONLY PERMIT A STAY OF UP TO 30 DAYS. THE **CONFERENCE E-VISAS** ARE FOR A SINGLE ENTRY 30 DAY STAY AND THE START DATE BEGINS ON THE ISSUE DATE. 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: 2-20-2026 (EL)

E-VISA REQUEST FORM

VISA REQUESTED	TOURIST →	30-DAY SINGLE	30-DAY DOUBLE		
	TOURIST →	1-YEAR MULTIPLE	5-YEAR MULTIPLE		
	BUSINESS (<i>ONE-YEAR, MULTIPLE ENTRY ONLY</i>) CONFERENCE (<i>30-DAY SINGLE ONLY</i>)				
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 & NAME OF COLLEGE/UNIVERSITY					
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					

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

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.

E-VISA REQUEST FORM

DESIGNATION/RANK		
ADDRESS & PHONE OF EMPLOYER		
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

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

Revised: 2-20-2026

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

INCOMPLETE REQUEST FORMS MAY CAUSE A DELAY IN PROCESSING.