ACKNOWLEDGEMENT LETTER

DATE: _____

The India Embassy/Consulate has advised all 3rd party agencies that we must now submit all applications through the VFS outsourcing office until further notice.

If you would like VIP Passport Services to submit the visa application on your behalf to the VFS outsourcing center, please be advised that once the application is submitted, VIP will not be able to cancel, provide status updates, or intervene in the process.

The processing time is expected to take up to 10-15 business days to have the visa completed.

Thank you,

_____

Applicant Signature

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 ☐ *(CHECK BOX IF SAME AS SHIPPING)*	
CONTACT & COMPANY NAME	
ADDRESS *(STREET, CITY, STATE, ZIP)*	
PHONE NUMBER	
CELL NUMBER	
EMAIL	
P.O. OR BILLING REF#:	

RETURN SHIPPING INFORMATION ☐ *(CHECK BOX TO WAIVE SIGNATURE)*	
CONTACT & COMPANY NAME	
ADDRESS *(STREET, CITY, STATE, ZIP)*	
PHONE NUMBER	
CELL NUMBER	
EMAIL	

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: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations

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INDIA BUSINESS 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)	$295.00
CONSULATE FEE: **(SEE NEXT PAGE)**	
MONEY ORDER:	$6.00
OTHER FEES: FEDEX TO VFS OUTSOURCING OFFICE	$65.00
ADD RETURN SHIPPING FEE: (**SEE * BELOW**)	
TOTAL: ***(NO PERSONAL CHECKS PLEASE)***	

FEDEX LETTER RETURN SHIPPING FEES *(SELECT ONE)*	
☐ PRIORITY OVERNIGHT	$65.00
☐ 2-DAY	$57.50
☐ 3-DAY	$47.50
☐ SATURDAY - CALL	
☐ 1ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY- CALL	

REGULAR PROCESS TIME:	10 TO 15 DAYS

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES. ALL SHIPPING FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

COMMENTS: **THERE WILL BE AN ADDITIONAL $125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.**

REVISED: 9-23-2026 (EL)

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INDIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED U.S. PASSPORT -** MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES.

2.) **ONE PASSPORT-TYPE PHOTOGRAPH (2X2):**

- GLASSES ARE NOT ACCEPTED
- TAKEN WITHIN THE LAST 6 MONTHS (MUST BE CURRENT)
- NO WHITE OR OFF WHITE SHIRTS 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.

4.) **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 HOME AND PERMANENT ADDRESS LISTED ON THE ON-LINE APPLICATION.*

5.) **PARTICULARS FORM** – SEE BELOW

6.) **COMPLETED AND SIGNED BUSINESS VISA CHECKLIST** – SEE BELOW

CONTINUED →

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7.) COMPANY LETTER OF GUARANTEE

- FROM THE U.S. EMPLOYER PRINTED ON THEIR COMPANY LETTERHEAD
- MUST REFLECT THE FULL, OFFICIAL NAME OF THE INVITING COMPANY AS REFLECTED ON THE INVITE & INCORPORATION CERTIFICATE
- IF APPLICANT LIVES IN A DIFFERENT STATE THAN WHAT IS REFLECTED ON THE COMPANY LETTER, A BRIEF EXPLANATION MUST BE INCLUDED AS TO HOW THE APPLICANT RESIDES IN A DIFFERENT LOCATION THAN WHERE THE U.S. COMPANY IS LOCATED.

(NAME OF APPLICANT) WILL NOT RECEIVE ANY FORM OF REMUNERATION FROM ANY SOURCES IN INDIA AND WILL REMAIN AN EMPLOYEE OF (US COMPANY NAME) IN USA. (APPLICANT NAME) WILL NOT ENGAGE IN ANY ACTIVITIES IN INDIA OTHER THAN THE STATED PURPOSE OF VISIT.

IMPORTANT: *THE ADDRESS AND CONTACT INFORMATION ON THE COMPANY LETTERHEAD MUST BE THE SAME AS THE ADDRESS AND CONTACT INFORMATION COMPLETED ON THE ON-LINE APPLICATION.*

CONTINUED→

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8.) **BUSINESS INVITATION**: FROM THE SPONSORING COMPANY IN INDIA. THE LETTER SHOULD BE PRINTED ON COMPANY LETTERHEAD STATIONERY, ADDRESSED TO "THE CONSULATE OF INDIA, VISA SECTION", AND SIGNED BY A SENIOR MANAGER (AN EQUIVALENT TO VICE-PRESIDENT OR ABOVE). THE BUSINESS INVITATION MUST ADHERE TO THE FOLLOWING GUIDELINES:

- BRIEFLY INTRODUCE THE APPLICANT (PLEASE SPECIFY EMPLOYMENT STATUS/POSITION HELD IN THE COMPANY BY APPLICANT).
- STATE THE NATURE OF THE BUSINESS TO BE CONDUCTED (IE. BUSINESS MEETINGS, CONTRACT NEGOTIATIONS, ETC.) AND THE NAMES AND ADDRESSES OF COMPANIES TO BE CONTACTED IN INDIA.
- SPECIFY THE TYPE AND DESIRED VALIDITY OF THE VISA (I.E. A 1 or 5 YEARS MULTIPLE ENTRY BUSINESS VISA).
- MUST HAVE C.I.N. LISTED, CORRESPONDING WITH THE NUMBER LISTED ON THE INCORPORATION CERTIFICATE
- THE LETTERHEAD MUST INCLUDE THE FULL ADDRESS AND PHONE NUMBER OF THE INVITING COMPANY AS WELL AS THE COMPANY LOGO, INCLUDED AS EITHER A HEADER OR FOOTER OF THE LETTER.
- ADDRESS REFLECTED ON THE LETTERHEAD MUST CORRESPOND TO THE CITY SHOWN ON THE INCORPORATION CERTIFICATE, AS WELL AS THE COMPANY LETTER
- MUST STATE: OUR COMPANY WILL ACCEPT FULL RESPONSIBILTY FOR HIS TRAVEL & REPATRIATION BACK TO THE U.S.

IMPORTANT: THE INVITATION AND COMPANY LETTER MUST REFLECT THE SAME TRAVEL DATE AS SHOWN ON THE APPLICATION. ANY REQUESTS RECEIVED WITH CONFLICTING/CONTRADICTING DATES WILL INCUR A DELAY UNTIL CORRECTED DOCUMENTS ARE RECEIVED.

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.) **CONSULATE FEE:**

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	RETURN SHIPPING FEE	TOTAL FEE
ALL VALIDITIES	$163.00	$60.49	$0.00	$223.49

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 ONLINE APPLICATION WILL HAVE TO BE COMPLETED IF ERRORS ARE FOUND.

APPLICANT'S NAME MUST BE ENTERED EXACTLY AS IT IS IN THE PASSPORT

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

INDIAN MISSION: SELECT THE CONSULATE FOR APPLICANT'S JURISDICTION (*REFER TO THE BELOW PAGES TO FIND YOUR JURISDICTION*)

PERMANENT AND CURRENT ADDRESS: MUST MATCH THE ADDRESS EXACTLY AS THE ADDRESS ON THE PROOF OF RESIDENCE.

TYPE OF VISA: MAKE SURE THIS IS THE SAME AS WHAT IS REQUESTED ON THE LETTER OF INVITATION OR U.S. COMPANY LETTER.

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 SPACE CAN BE FOUND AT THE BOTTOM OF THE PAGE.

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.

*IMPORTANT NOTES (*MUST READ*):

***IF THE APPLICANT IS TRAVELING FOR CASUAL BUSINESS, AND MEETS ALL THE ELIGIBILITY REQUIREMENTS, THE APPLICANT MAY ALSO APPLY FOR A 365-DAY E-VISA THAT WOULD ALLOW A STAY OF UP TO 180 DAYS. FOR MORE INFORMATION, CLICK HERE.**

CONTINUED→

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*WHEN TRAVELING ON BUSINESS, THE LETTER FROM THE SPONSORING ORGANIZATION IN INDIA AND THE LETTER OF GUARANTEE FROM THE U.S. EMPLOYER MUST INDICATE THE NATURE OF THE APPLICANT'S BUSINESS, PROBABLE DURATION OF STAY, STATE THE VALIDITY OF VISA APPLIED FOR (1 YEAR or 5 YEARS MULTIPLE-ENTRY), PLACES AND ORGANIZATIONS TO BE VISITED, AND ALSO GUARANTEE ALL THE EXPENSES WHILE IN INDIA.

*THE INFORMATION LISTED IN COMPANY LETTER AND INVITATION LETTER HAS TO MATCH THE APPLICATION. IF IT DOES NOT MATCH, THE CONSULATE WILL NOT ACCEPT THE APPLICATION AND THERE WILL BE A DELAY IN THE PROCESS OF THE VISA.

*IF YOU APPLY ONLINE FOR A 5 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN THE 5 YEARS; PLEASE BE ADVISED THAT THE CONSULATE FEES ARE NON-REFUNDABLE.

*IF YOUR PASSPORT OR APPLICATION INDICATES THAT YOU OR YOUR PARENTS/GRANDPARENTS WERE **BORN IN PAKISTAN OR BANGLADESH**, YOU WILL BE REQUIRED TO SUBMIT THE APPLICATION AND PAPERWORK IN PERSON AT THE C.K.G.S. OFFICE IN YOUR JURISDICTION.

*PILOTS AND CREW MEMBERS OF ALL CHARTERED, PRIVATE AIRCRAFT, CARGO, DEMONSTRATION AND TRAINERS FLIGHTS ARE IN THE CATEGORY OF UNSCHEDULED AIRLINES AND ARE TREATED AS REFERENCE CASES NEEDING PRIOR CLEARANCE FROM THE COMPETENT AUTHIORITIES IN INDIA. **THE TIME REQUIRED FOR PROCESSING THEIR APPLICATIONS WILL TAKE A MINIMUM OF 5 WEEKS**. NO VISA WILL BE ISSUED WITHOUT THE MANDATORY CLEARANCE. IT WOULD BE BEST IF THE APPLICANTS APPLYING FOR THE BUSINESS VISA IN THIS CATEGORY SHOULD ALSO SUBMIT THE FOLLOWING DOCUMENTS (*IF APPLICABLE*):

- COPY OF THE LANDING PERMIT
- COPY OF THE CREW MEMBER ID BADGE
- COPY OF THE FAA-ISSUED PILOTS LICENSE
- COPY OF THE TRIP SHEET
- COPY OF THE U.S. COMPANY'S ICAO-ISSUED AIR OPERATOR'S PERMIT
- COPY OF THE AIR PERMIT FROM THE COMPANY IN INDIA TO BE VISITED BY THE APPLICANT

*IF YOU WILL BE TRAVELING TO INDIA FOR A CONFERENCE, SEMINAR, OR WORKSHOP, YOU WILL BE REQUIRED TO SUBMIT LETTERS OF INVITATION FROM THE MINISTRY OR DEPARTMENT OF THE GOVERNMENT OF INDIA, STATE GOVERNMENTS, PUBLIC SECTOR UNDERTAKINGS, CENTRAL EDUCATIONAL INSTITUTIONS AND PUBLICLY-FUNDED UNIVERSITY, U.N. OR ITS SPECIALIZED AGENCIES AND REPUTED NGO'S. IF THE CONFERENCE/SEMINAR/WORKSHOP IS BEING ORGANIZED IN INDIA BY PRIVATE COMPANIES, THE APPLICANT SHOULD APPLY FOR THE SHORTEST DURATION BUSINESS VISA AVAILABLE. IF APPROVED, A 3 MONTH SINGLE ENTRY BUSINESS VISA WILL BE GRANTED.

*APPLICANTS TAKING UP EMPLOYMENT IN INDIA (WITH A CONTRACT) SHOULD APPLY FOR AN EMPLOYMENT VISA.

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* INDIVIDUALS WORKING IN DESIGNATED U.S. AGENCIES OR TECHNOLOGY AREAS (WORKING FOR, OR WITH AN ESTABLISHMENT ENGAGED IN DEFENSE, RESEARCH, NUCLEAR, SPACE AND MISSILE TECHNOLOGY, ETC.) WILL BE REQUIRED TO SUBMIT AN ADDITIONAL APPLICATION. PLEASE CONTACT OUR OFFICE FORD DETSAILS. ADDITIONAL APPLICATION. THE CONSULATE ASKS THAT YOU SUBMIT THE APPLICATION AT LEAST 2 TO 3 WEEKS PRIOR TO THE APPLICANTS DEPARTURE DATE FROM THE USA.

* IF THE APPLICATION INDICATES THAT YOU HAVE HAD A NAME CHANGE THEN YOU ARE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL DOCUMENT SHOWING THAT NAME CHANGE (i.e. MARRIAGE CERTIFICATE OR LEGAL COURT DOCUMENT).

* 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:

- CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
- 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 CITEZENSHIP, OR CANNOT SHOW PROOF, PLEASE CLICK HERE FOR DETAILED INSTRUCTIONS ON WHAT TO SUBMIT WITH THE OTHER REQUIRED DOCUMENTATION.

MOST IMPORTANT: FORMER INDIAN PASSPORT HOLDERS CAN EXPECT DELAYS AS THE PROCESS TAKES AN UNDETERMINED AMOUNT OF TIME TO HAVE THE VISA ISSUED. THE INDIAN CONSULATE RECOMMENDS THAT APPLICANTS DO NOT PURCHASE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 11-16-2026 (EL)

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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)

IF YOU APPLY ONLINE FOR A 1 OR 5 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN 1 OR 5 YEARS, THE CONSULATE FEES WILL BE NON-REFUNDABLE. PLEASE REFER TO THE SPECIFIC JURISDICTION FOR MORE INFORMATION

➢ HOUSTON CONSULATE:

JURISDICTION: *ARKANSAS, COLORADO, KANSAS, LOUISIANA, OKLAHOMA, TEXAS, NEBRASKA, NEW MEXICO*

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS VISA REQUESTS FOR APPLICANTS HOLD PASSPORT ISSUED BY PRC AND/OR NIGERIA

- ⇨ AT THIS TIME, THE HOUSTON CONSULATE IS CURRENTLY ONLY ALLOWING SUBMISSION FOR 1-YEAR VISAS FOR MOST NON-U.S. NATIONALITIES. IF YOU ARE A NON-U.S. PASSPORT-HOLDER APPLYING FOR 5 YEAR VISA, PLEASE BE AWARE THAT THE CONSULATE WILL MOST LIKELY REQUEST NEW DOCUMENTATION REQUESTING SHORTER VALIDITY. THE NEW DOCUMENTS REQUESTED WILL INCLUDE, BUT NOT BE LIMITED TO, APPLICATION FORM, COMPANY LETTER, AND INVITATION. REQUESTS FOR NEW DOCUMENTATION WILL ALSO INCUR A DELAY IN PROCESSING.

➢ ATLANTA CONSULATE:

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

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

CONTINUED →

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➢ CHICAGO CONSULATE:

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

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ WHEN COMPLETING THE COMPANY LETTER OF GUARANTEE, PLEASE BE SURE THAT THE ADDRESS LISTED ON THE COMPANY'S LETTER HEAD MATCHES THE ADDRESS LISTED ON THE APPLICATION AS THE EMPLOYER'S LOCATION. THE COMPANY'S ADDRESS MUST ALSO FALL INTO THE CHICAGO CONSULATE'S JURISDICTION (*SEE STATES LISTED ABOVE*).
- ⇨ THE CONSULATE IN CHICAGO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR MULTIPLE ENTRY VISA
- ⇨ BOTH LETTERS (INVITATION AND GUARANTEE) MUST SPECIFICALLY STATE THE REQUESTED LENGTH OF VALIDITY (*1YR. OR 5YR.*)

➢ WASHINGTON, DC EMBASSY:

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

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

➢ NEW YORK CONSULATE:

JURISDICTION: *CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT*

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ THE CONSULATE IN NEW YORK IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR MULTIPLE ENTRY VISA.

⇨ **CONTINUED →**

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➢ SAN FRANCISCO CONSULATE:

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

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ THE CONSULATE IN SAN FRANCISCO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR VISA.
- ⇨ IF THE APPLICANT SUBMITTED ANYTHING OTHER THAN A COPY OF THEIR DRIVER'S LICENSE TO SUBSTANTIATE THEIR CURRENT RESIDENCE THE CONSULATE WILL ALSO WANT A COPY OF THEIR PHOTO I.D.

REVISED: 9-23-2026 (EL)

THIS FORM MUST BE TYPED, AND THE SIGNATURE MUST BE ORIGINAL.
THE EMBASSY/CONSULATE WILL NOT ACCEPT COPIES, AND/OR HAND-WRITTEN FORMS

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

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

☑ **THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR BUSINESS VISA. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.**

	IMPORTANT GUIDELINES ❖ **Please ensure that all data entries provided in your application match with your existing passport**. If not, please provide the supporting documentation. ❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at http://visa.vfsglobal.com/usa/en/ind/attend-centre ❖ Online applications are only accepted if filled out in the current year and within 180 days from the date of submission. ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form. ❖ **VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.** ❖ **THE EMBASSY/CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.** ❖ If applicant's occupation is "Journalist", he/she may only apply for a journalist visa, even if you intend to travel for tourism/ business/ medical/ Conference/Employment etc. ❖ Visa Application for Pakistani nationals and Pakistan origin USA nationals will take a longer than normal time. USA nationals of Pakistan origin will be required to provide copy of renunciation certificate. Pakistani nationals, including those holding dual nationality should apply for visas on their Pakistani passport only. However, both the passports, in original, are to be submitted; visa will be issued on Pakistani passport and type/duration of visa will be decided by the Embassy/Consulate. **It may please be noted that incomplete /erroneous applications will be returned to the applicant for providing the missing/additional documents and re-submission of the full completed application. In certain cases, the Embassy/Consulate may ask for further documentation or call the applicant for an in-person or telephonic interview**
	❖ **MANDATORY DOCUMENTS**
☐	**GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL** ***Signature: All Minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application. Both parents must sign on page 2 of the online application form below the minor's signature/thumb Impression.***
☐	**PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL** **Physical photograph**: 01 photograph must be affixed on the application form & should not be stapled. Physical and uploaded photograph must be identical. Photograph must be 2 X 2 Inches on glossy paper showing front view of applicant's face against white background **Digital Photograph Requirements**: Upload a digital photograph Online on Govt. Portal. The digital photograph should meet the following requirements: • Format JPEG

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

	• Size: Minimum 10 KB and Maximum 300 KB • The height and width of the Photo must be equal. • Photo should present Full face, front view, eyes open. • Center head within frame and present full head from top of hair to bottom of chin. • Background should be plain light colored or white background. • No shadows on the face or on the background. • Without borders. • Make sure that photo presents full head from top of hair to bottom of chin. Head should measure 1 inch to 1-3/8 inches (25mm to 35mm). Make sure eye height is between 1-1/8 inches to 1-3. • Incorrect (face downwards or sideways) uploaded photographs will be returned as these applications are considered as ineligible applications. Uploaded photograph face must be upward only. For Detailed photograph Specifications – Please click here
	FEE PAYMENTS Application confirmation letter/ Payment confirmation is mandatory. Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to get the Application confirmation letter/ Payment confirmation. Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "**VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect information may lead to rejection of your application)** To complete the questionnaire & create a profile: Click here to proceed. **NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY APPLICATION IS REGISTERED ON VFS SYSTEM.**
☐	**PROOF OF ADDRESS – COPY** Proof of address must match with the present address as per application: (any ONE of the below documents) - State Issued ID OR - Driving license OR - Utility Bill - Water (should be recent, no more than 3 months old) OR - Utility Bill - Gas (should be recent, no more than 3 months old) OR - Utility Bill - Electricity (should be recent, no more than 3 months old) OR - Valid Lease Agreement OR - Mortgage OR - Income Tax return OR - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof. - In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copy of address proof as indicated above. - Hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and don't have the address proof or state ID. NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

	ACCEPTABLE as valid Proof of address
	For NON-US PASSPORT HOLDERS: COPY OF THE APPLICANT'S VALID LEGAL STATUS IN THE USA Please submit one of the below documents as applicable: - - Valid Green Card – FRONT AND BACK - Valid Visa, - Valid EAD – FRONT AND BACK - Valid I-797A Approval Notice, - Valid Work permit/Study Permit, OR - Recently expired Visa and I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A copy of proof of extension, if B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay.
	ADDITIONAL PARTICULAR FORM (ANNEXURE – A)– ORIGINAL & MANDATORY *This form is absolutely mandatory to be filled by applicant (even if customer is minor). Application will be kept on hold if this form is not submitted.*
☐	**PASSPORT – ORIGINAL AND PHOTOCOPIES** Original as well as a copy of passport (biographical pages only). Passport should have minimum validity of six months and must have at least two blank pages.
	ADDITIONAL DOCUMENTS
☐	**INVITATION LETTER FROM THE COMPANY IN INDIA– ORIGINAL** Letter on Company letterhead from the company in India indicating the nature of applicant's business, duration of stay, the validity of visa applied for, places and organizations to be visited during the stay. Details regarding the company, undertaking for full financial responsibility to ensure travel and repatriation, if applicable, and relationship history with the employee.
	LETTER FROM APPLICANT'S COMPNAY IN THE USA – ORIGINAL Letter from the applicant's company in the US on a company letterhead stating that all expenses will be paid for by the company and indicating the nature of applicant's business, duration of stay, he/she will not receive any form of remuneration from any other source in India and will remain employee of same company, [Sales turnover certificate (For Pakistani Passport Holders only)] the validity of visa applied for, places and organizations to be visited during stay
	LETTER OF INCORPORATION FROM THE COMPANY IN INDIA – COPY This letter is not required if the applicant is visiting Government of India institutions for meetings, etc.
	DOCUMENTS – IF APPLICABLE

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

☐	**PROOF OF RENUNCIATION – COPY** ***Proof of Renunciation of Indian Citizenship:*** • If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship along with your VISA application. One of the following MUST be produced as proof: - ❖ Certificate of renunciation issued by the Embassy/Consulate of India OR ❖ Deemed surrender certificate issued by the Embassy/Consulate of India Both - Cancelled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered after May 2010 If you do not have the proof of renunciation then please apply for renunciation before submitting the VISA application.
	ADDITIONAL DOCUMENTS FOR DEPENDENT BUSINESS VISA FOR SPOUSE – COPY • Marriage Certificate – Copy
	ADDITIONAL DOCUMENTS FOR MINOR APPLICANTS • Parental Authorization Form (Annexure-B) duly signed by both parents and notarized – Original. **Signature of Parents on Govt. Form, their passports and Parental authorization must be identical. Mismatch of signatures will result in delay in application processing or rejected without being processed.** • Birth certificate of minor applicant – Copy; • Passports and Marriage Certificate of parents – Copy; and • US visa status documents of non-US national parents – Copy. If Indian parents do not hold valid US visa status, an explanation for the same may be provided.
	FORM FOR PAKISTAN NATIONALS FORM (ANNEXURE – C) – ORIGINAL
	FEES OR SHIPPING – APPLIES TO ALL
☐	**COURIERS** 1. If opted VFS offered courier services, then download the incoming courier label from my account to send your complete application to the VFS Centre. 2. If you opt to use your own pre-paid label, then ensure correct pre-paid label details are entered while completing the registration process on VFS Portal. Incorrect information will lead to delay/ rejection of your application. In addition – please ensure you enclose the pre-Paid label ALONG WITH ENVELOPE before sending your application. Please ensure you liaise with your pre-paid company to schedule pick-ups as soon as you receive notification confirming that application is received by VFS Indian Consular Application Centre from the Embassy/Consulate. **FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label.** To send application by Post: Please complete registration process. Registration process is mandatory To Submit application in person, please book an appointment & read terms and conditions
	CHECKLIST 1 Checklist (original) to be printed and enclosed with your application

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

(Signature of the Applicant)

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!

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.

MR. / MRS. **(TRAVELER)** WILL NOT RECEIVE ANY FORM OF REMUNERATION FROM ANY SOURCES IN INDIA AND WILL REMAIN AN EMPLOYEE OF (US COMPANY NAME) IN THE USA. (**TRAVELER**) WILL NOT ENGAGE IN ANY ACTIVITIES IN INDIA OTHER THAN THE STATED PURPOSE OF VISIT.

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.

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

IMPORTANT NOTES PERTAINING TO THE TYPE OF VISA BEING REQUESTED!

** IF YOUR COMPANY LETTERHEAD FALLS UNDER A DIFFERENT STATE THAN WHERE YOUR DRIVERS LICENSE WAS ISSUED, THEN WE WILL REQUIRE THIS SPECIFIC PHRASE ON YOUR COMPANYLETTERHEAD.

"MR. /MRS. **(INSERT TRAVELERS NAME)** HAS BEEN WORKING REMOTELY FROM HIS/HER HOME LOCATED AT **(INSERT APPLICANTS HOME ADDRESS THAT IS ON THE DRIVERS LICENSE)**. THE HEADQUARTERS FOR OUR OFFICE IS LOCATED AT **(INSERT ADDRESS WHICH IS REFLECTED ON THE U.S. LETTERHEAD)**.

** IF YOU WILL BE TRAVELING AS PART OF A CREW AND ARE REQUIRING A CREW VISA, THEN YOU WILL HAVE TO LIST YOUR JOB TITLE ON THIS LETTER AS A FLIGHT CONSULTANT, AND THE WORDING ON PARAGRAPH ONE, WOULD HAVE TO BE LISTED AS THE FOLLOWING:

"MR. / MRS. **(INSERT TRAVELERS NAME)** IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A FLIGHT CONSULTANT FOR **(INSERT COMPANY NAME)**. MR. / MRS. **(TRAVELER)** PLANS TO VISIT (CITY) FOR THE PURPOSE OF AIRCRAFT SUPPORT FOR OUR AIRCRAFT SYSTEM WITH **(COMPANY TO BE VISITED IN INDIA)**.

** IF YOU ARE REQUESTING AN EMPLOYMENT VISA, PLEASE MAKE SURE THAT YOU ARE REQUESTING AN EMPLOYMENT VISA BE ISSUED TO YOU IN THE U.S. LETTER IN THE LAST PARAGRAPH.