

## Required Documents Checklist

**ALL TRAVELERS must include the following documents in your package to G3:**

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- One completed and signed visa application form, filled in online at <http://indianvisaonline.gov.in/visa/>. **Please review the attached "Guide to Completing Indian Visa Applications Online" before you begin.** If you would prefer to have a G3 Associate complete your application for you, please email [CLS@g3visas.com](mailto:CLS@g3visas.com) to request our Concierge Service.
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background. Do not wear glasses in the photograph.
- Copy of a valid driver's license or utility bill (water, gas or electric only) showing your home address as listed on your application.
- Copy of flight itinerary

**BUSINESS TRAVELERS must also include:**

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee, and specify the visa duration that is requested. For 5 year visa requests, the letter must explain why a 5 year visa is necessary, including the dates and descriptions of planned future meetings over at least the next three years. The letter must be on letterhead and have an original ink signature of a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the organization to be visited in India, specifying the visa duration requested. Faxes/scans are accepted.

**MINORS UNDER AGE 18 must also include:**

- Copy of the signature/photo pages of both parents' passports, and a copy of the birth certificate showing both parents' names. Do not send the original document. If the birth certificate is not in English, it must be accompanied by a notarized translation.

**NOTES:**

Non-US citizens and former Indian citizens should email [India@g3visas.com](mailto:India@g3visas.com) for instructions before sending in visa requests. Additional applications may be required. Non-US citizens may have their processing times extended up to two weeks depending on nationality, and may be required to pay an additional \$20 reference fee. We recommend applying for a 6 month tourist visa for fastest processing.

Tourist visas allow only one entry into India in a two month period. If you plan to re-enter India, contact G3 to confirm requirements.

\*5 Year visas are issued only at the discretion of the consulate. A shorter term visa may be substituted without refund.

\*\*Business visas are available only to US Citizens and Permanent Residents (ARC holders). Non-US citizens who do not have Permanent Resident status may apply for tourist visas in the US, or can apply for a business visa in their country of citizenship.

Visa Transfers are available to transfer a valid Indian visa in a cancelled/expired passport into a valid passport. Please note that the same requirements apply to a visa transfer as apply to a new visa (e.g., a business visa transfer request must include the cancelled passport with visa, the application form, the two passport photos, a letter from the US company AND invitation letter, etc.).

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### Embassy Fees for Visa Processing

Visa Type	Mission Critical 5 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Tourist, 6 Month Multiple Entry	\$81.00	\$81.00	\$81.00
Tourist, 5 Year Multiple Entry*	N/A	\$171.00	\$171.00
Business, 1 Year Multiple Entry**	\$181.00	\$181.00	\$181.00
Business, 5 Year Multiple Entry**	N/A	\$281.00	\$281.00
Visa Transfer	\$46.00	\$46.00	\$46.00
Reference Fee for Non-US Citizens	Add \$20.00 to fees	Add \$20.00 to fees	Add \$20.00 to fees

### G3 Processing Fees

Visa Type	5 Business Days	10 Business Days	15 Business Days
Tourist or Visa Transfer	\$140.00	\$100.00	\$70.00
Business**	\$170.00	\$135.00	\$80.00
Official (U.S. Government)	\$170.00	\$135.00	\$80.00



VISAS & PASSPORTS

HOUSTON

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form INDIA

Traveler Information

1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details

Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping

Passports will be returned via Federal Express.

Select One:
3 Business Day Delivery \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery\* \$84.00
Saturday Delivery\* \$44.00
Same Day Delivery\* Please Call
International Delivery\* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service

Check here to select Concierge Level Service

Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:

- Dedicated Concierge Level Staff handling your visa request.
Document review via email before you send in your request.
Creation of online visa applications (as applicable).
Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
Tracking of return delivery and follow-up to ensure satisfaction.
Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
Upgrade of FedEx return delivery from Standard to Priority Overnight.
Emergency Concierge Services and Lost Passport Support.
Dedicated Concierge email address (CLS@g3visas.com).

An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Houston:
713.574.1731 Phone
866.945.8472 Toll Free
866.611.6960 Fax
houston@g3visas.com

Attn: Visa Department
2425 West Loop South
Suite 200
Houston, TX 77027

www.g3visas.com

Payment Information

Please see the attached visa requirements sheet for applicable fees.

Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #

Total Fees from Visa Requirement Sheet:

Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

For Payment Via Credit Card:

American Express, Discover, MasterCard and Visa only

Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

## Introduction Screen

To begin your Indian visa application, visit <http://indianvisaonline.gov.in/visa/>. You may need to confirm a security exception in order to access the application. On the first page, select "Online Visa Application Registration." Make note of the Application ID number at the top of the screen. At the top of the first page, you will need to select the consulate at which you will apply.

To reprint an application, visit <http://indianvisaonline.gov.in/visa/>. Select the India Mission address and enter the Temporary Application ID number and select the "Re-Print" button.

*If you would prefer to have a G3 Visa Consultant complete your application to ensure accuracy and acceptability, please email [CLS@g3visas.com](mailto:CLS@g3visas.com) to request our Concierge Service.*

## Visa Application - Check the following items carefully:

Your **name** must match the name on your passport exactly, even if you commonly go by another name. If your name has been legally changed, such as by marriage, and your passport has been amended to reflect your new name, type in the amended name listed in your passport; if your passport has not been amended, please type in your old name as listed in the passport.

Your **permanent address** must match the street address on your proof of residence (driver's license or utility bill.) Do not list P.O. Box addresses on your application. If your driver's license lists a **P.O. Box** address, you must also submit a copy of a utility bill showing your street address as listed on your application. **Exception:** if you are a **Non-US Citizen**, list your last address in your home country for permanent address, and the field for present address should match the US address on your proof of residence. **Business applicants** must ensure the employer's address matches that on the business letter. Make sure to list **all of your telephone numbers**. If you do not have a work address or phone, list your home information.

Double check your **birth date**, **passport number**, and **dates of issue/expiry** to ensure that all numbers and dates have been entered correctly. The most common reasons for the rejection of an application are names, dates, and passport numbers that do not match the passport.

For **Educational Qualifications**, please see below for a description of the terminology used on the online application:

- Below Matriculation – some high school, have not completed 10<sup>th</sup> grade
- Graduate – Bachelor's Degree
- Higher Secondary – High School Diploma
- Illiterate
- Matriculation – some high school, have completed 10<sup>th</sup> grade
- NA Being Minor – child younger than high school age
- Others
- Post Graduate – Master's Degree or Doctorate
- Professional – law degree, medical degree, or other professional degree

For **Number of Entries**, please indicate the requested visa duration. Please note, you can choose a duration of 0 – 999 months. The duration will be rounded up to the nearest fee category. For Example: a 2 month single entry Tourist visa will be considered a 6 month multiple entry Tourist visa for fee purposes. US citizens are always issued multiple entry visas by default.

The final questions on the application request the **contact information** of someone who can vouch for you. Both someone in the US and someone in India must be listed. The US reference must not reside at your home address. Business travelers must have the contact information for someone at the company in India that they will visit. For tourist applicants, either a private citizen in India or the name and address of an Indian hotel or travel company may be listed.

You will be given a chance to review and edit your answers before printing the application. If you are satisfied with the answers, scroll down to the bottom of the review page and click the "Verified And Continue" button. On the following screen, you will see your completed application as a PDF. **Print out and sign the application on both pages** and include it in your package to G3. **Make sure your signature matches the way you signed your passport.** Processing of your visa will not begin until your application, passport, and supporting documents are hand-carried in to the Indian Visa Office.



**Embassy of India Washington DC**  
Washington

<http://www.indianembassy.org/>

Paste your unsigned recent color photograph.  
Size: 2" X 2"

**Visa Application Form**



USAW00062812

Signature

Web File Number :USAW00062812

Web Registration Date : 10-FEB-2012

A. Personal Particulars (As in Passport)				
Surname	SAMPLE			
Name	HAROLD GEORGE			
Previous/other Name if any				
Sex	Male	Marital Status	Married	
Date of birth	25-DEC-1965	Religion	CHRISTIAN	
Place of Birth Town/City	TAMPA	Country of Birth	UNITED STATES OF AMERICA	
Citizenship /National ID No	NA	Educational Qualification	POST GRADUATE	
Visible identification marks	SCAR ON FOREHEAD			
Current Nationality	UNITED STATES OF AM	Nationality by Birth/ Naturalization	BY BIRTH	
Any Other Previous/Past Nationality				
B. Passport Details				
Passport No.	123456789	Date of issue ( dd/mm/yyyy )	22-SEP-2010	
Place of issue	US DEPT OF STATE	Date of expiry (dd/mm/yyyy)	21-SEP-2020	
<b>Any other Passport/Identity Certificate held (if yes ,please fill in the following) NO</b>				
Country of issue		Place of issue		
Passport/IC No		Date of issue(dd/mm/yyyy)		
Nationality/status				
C. Applicant's Contact Details				
Present address	29 AVENIDA DEL MUNDO TAMPA FL, UNITED STATES OF AMERICA 34000	Phone No	555-555-1234	
		Mobile /Cell No	555-555-5678	
		Email address	HGS@SAMPLE.ORG	
Permanent Address	29 AVENIDA DEL MUNDO TAMPA FL			
D. Family Details				
Relation	Name	Nationality	Prev. Nationality	Place/Country of Birth
Father's	LAWRENCE WILLIAM SAMPLE	UNITED STATES OF AMERICA		DETROIT, MICHIGAN UNITED STATES OF AMERICA
Mother's	MARY SMITH SAMPLE	UNITED STATES OF AMERICA		NEW ORLEANS, LOUISIANA UNITED STATES OF AMERICA
Spouse	LISA ROSE SAMPLE	UNITED STATES OF AMERICA		TAMPA, FLORIDA UNITED STATES OF AMERICA
<b>Were your Grandfather/Grandmother(Paternal/Maternal) Pakistan Nationals Or belong to Pakistan held area : NO</b>				
E. Details of Visa Sought				
Type Of Visa Required	BUSINESS VISA	No of Entries	Multiple	
Period of Visa (Month)	60 Month	Expected Date of Journey	15-MAR-2012	
Port Of Arrival	NEW DELHI	Port of Exit		



HAROLD GEORGE SAMPLE

Required Detail of		BUSINESS VISA	
Company Name	BEST INDIA MANUFACTURING		
Address	123 GHANDI SQUARE, NEW DELHI 123456		
Phone	555-555-5555		
Email	SALES@BESTINDIA.IN		
Purpose of Visit : BUSINESS			
<b>F. Previous Visit Details</b>			
Have You Ever visited India ? NO			
Address where You stayed in India			
Cities in India Visited			
Type of Visa		Visa Number	
Visa Issued Place		Date of Issue	
Countries visited in last 10 years CANADA, MEXICO, CHINA, ITALY, JAPAN			
Have you been refused an Indian Visa or extension of the same previously or deported from India ?			
If <b>yes</b> above mention when and by whom with control No/Date			
<b>G. Profession/Occupation Details</b>			
Present Occupation	BUSINESS MAN	Designation/Rank	CEO
Employer name/business	SAMPLE SALES		
Employer Address	1 SAMPLE WAY, TAMPA FL 34123		
Phone Number	800-555-5555		
Past occupation if any			
Are/have you worked with Armed forces/ Police/ Para Military forces ? NO			
Organization		Designation	
Place of Posting		Rank	
<b>H. Address of Place of Stay / Hotel</b>			
Place/Hotel Name	Address of Place / Hotel	State	Phone No.
<b>I. Details of Two Reference</b>			
<b>In India</b>		<b>In UNITED STATES OF AMERICA</b>	
Name	ARJUN MAHABARATA, BEST INDIA MANUFACTURING	JOHN DOE	
Address	123 GHANDI SQUARE, NEW DELHI 123456	74 SUNSHINE ST, TAMPA FL 34567	
Phone Number	555-555-5555	555-123-4567	

Web File Number : USAW000062812

**J. DECLARATION:**

- a. I do not hold any other passport(s) other than those detailed above.
- b. I have read and understood all the conditions for the visit to India and I am willing and able to abide fully by them.
- c. I declare that the information given in the form is complete and correct and the visit to India will be undertaken for the purpose indicated in the application.
- d. I understand that in case the information provided in the form is found to be incorrect, I will be liable for denial of visit/ entry or deportation and/ or other penalties during the visit as provided by Indian law.

Date : 10-FEB-2012.....

.....  
Applicant's signature (as in Passport)

# Sample Business Letter from U.S. Company

\*\*\*\*\*Please print your business letter on company stationery\*\*\*\*\*

June 1, 2012

Consulate General of India  
Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

Mr. Simmons will require a 5 year business multiple entry visa (**Please indicate the visa validity requested—6 months, 1 year or 5 years, and if requesting a 5 year visa, please indicate the reason for needing this duration of visa and proposed dates for future visits over the next three years**). Mr. Simmons is scheduled to make twice-yearly visits to India annually, with trips scheduled for December 2012, July 2013, December 2013, July 2014 and December 2014.

His agenda is to meet and discuss business with Mr. Hank Hartford at:  
Promotions International  
716 Conj. 1210  
New Delhi, India 04111-00  
Tel. 55.11.454.5635

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in India.

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Signed by someone other than applicant. Original ink signature required.*)  
Senior Vice President  
East Coast Promotions, Inc.

# Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationary\*\*\*\*\*

June 1, 2012

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) to visit (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephone number

*(It is important to indicate which company and individual you are going to visit.)*

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith  
Executive Officer  
Overseas Company, Inc.