

CHINESE CREW VISA SHIPPING CHECKLIST

MAIL THE DOCUMENTS LISTED BELOW TO:

**AMERICAN VISA SERVICE
ATTN.: VALENTINA MEEHAN
44081 PIPELINE PLAZA, SUITE 210
ASHBURN VA 20147**

- ☐ **ORIGINAL PASSPORT** (your passport must be valid for more than 1 yr)
- ☐ **ONE PHOTO** (physical photo 2"x2" in size can be taken at any CVS, Walgreens, etc. Must be recently taken in the last 3-6 months, no glasses, no smiling, must be on white background, hair cannot cover your face especially your forehead. If you have bangs, you must move them off your forehead).
- ☐ **ONE VISA APPLICATION FORM (4 PAGES)**- all fields must be filled out including, work history, education & family. You must include an accurate list of countries you have traveled to in the past 5 years. Look at the stamps in your passport and list those countries on page 4 in "TRAVEL HISTORY" section. Inaccurate list can result in request for additional documents from the consulate and longer processing times.
- ☐ **ONE WHERE YOU STAY FORM WITH APPLICANT'S ORIGINAL SIGNATURE**
- ☐ **ONE AVS ORDER FORM**- you must fill out shipping and contact information sections
- ☐ **COPY OF CREW ID (FRONT & BACK)**- in black & white or color. Your crew ID must be valid. Your crew number must be clearly visible in the back. If your number is smudged, request a re-printed ID from United prior to mailing your paperwork.
- ☐ **COPY OF DRIVER'S LICENSE (FRONT & BACK)**- in black & white or color.
- ☐ **COPY OF MOST RECENT CHINA CREW VISA** (IF PREVIOUS VISA IS IN THE OLD PASSPORT, INCLUDE A COPY OF THE OLD PASSPORT. IF PREVIOUS VISA IS STILL VALID, INCLUDE ORIGINAL PREVIOUS PASSPORT IN THE PACKAGE)
- ☐ **FORMER CITIZENS OF CHINA, TAIWAN & HONG KONG**- if the country of birth on your US passport reads as "China", "Taiwan" or "Hong Kong", please email the spelling of your Chinese name to info@avschicago.com. If this is your first time applying for a Chinese visa, you must include your original Chinese, Taiwanese or Hong Kong passport (it will be returned to you once your visa is issued).
- ☐ **NON-US CITIZENS**- include copy of the green card (front & back)
- ☐ **RESIDENTS OF STATES OF NORTHERN CA, OR, WA, NV, AK**- include copy of most recent utility bill (gas, water or electric), cell phone bill or rental agreement
- ☐ **RESIDENTS OF STATES OF SOUTHERN CA, AZ, HI, NM, PACIFIC ISLANDS**- if your country of birth is other than USA, include a copy of your Naturalization Certificate OR a copy of your Certificate of Birth Abroad. Your name in native alphabet must be emailed to valentina@avschicago.com
- ☐ **DUAL CITIZENS**- if you currently have two nationalities including USA, include copy of the passport of your 2nd nationality. For residents of Chicago consulate jurisdiction, original passport will be required.

PLEASE make sure to include ALL applicable documents listed above or processing of your application can be delayed. For general processing times, please refer to our website.

CHINA VISA APPLICATION FORM FOR CREW MEMBERS

APPLICANT'S DETAILS				
First Name:		Middle Name:		Last Name:
Full Name in Native Alphabet:				
Other Names:		Occupation (job title):		Annual Income:
Date of Birth:	Gender:	Male	Female	Marital Status: Single Married Divorced Widowed
City of Birth:	State of Birth:		Country of Birth:	
Nationality:		Driver's License #:		
Do you hold any other nationality: Yes No If yes, list additional nationality:				
Do you have permanent residency in another country? Yes No If yes, list country:				
Have you ever held any other nationality: Yes No If yes, list country:				
PASSPORT DETAILS				
Passport Number:		Date of Issue:		Date of Expiration:
Issuing Authority:		Issuing Country:		
Is your current passport a replacement for a lost or stolen passport? Yes No (check last page of your passport)				
If yes, provide details of the lost passport below (if not available, provide letter of explanation why you do not have details)				
Lost Passport Number:		Issuing Authority:		Issuing Country:
What date was your passport lost:		How did you lose your passport:		
Did you have any visas to China in the lost passport? Yes No				
If yes, provide details of the previous visa (if not available, provide letter of explanation that you did not keep a copy of the visa)				
Previous Visa Number:		Date of Issue:		Place of Issue:
PURPOSE OF VISIT TO CHINA				
Type of Visa:		Processing speed: Regular Rush		
Desired Visa Validity (in months):		Desired Duration of Stay (in days):		
WORK EXPERIENCE				
Current Employer:				
Date Started (mm/dd/yyyy):		Date Ended (mm/dd/yyyy):		
Company Name:		Company Address:		
Phone Number:		Your Job Title:		Your Job Duties:
Supervisor's Name:			Supervisor's Phone Number:	

Previous Employer (include only if you have been with United for less than 10years):			
Date Started (mm/dd/yyyy):		Date Ended (mm/dd/yyyy):	
Company Name:		Company Address:	
Phone Number:	Your Job Title:		Your Job Duties:
Supervisor's Name:		Supervisor's Phone Number:	
EDUCATIONAL HISTORY			
COLLEGE OR UNIVERSITY YOU GRADUATED FROM			
Name of College/University:		Address:	
From (mm/dd/yyyy):		To (mm/dd/yyyy):	
Degree Received: Undergraduate Graduate		Major:	
COLLEGE OR UNIVERSITY YOU GRADUATED FROM			
Name of College/University:		Address:	
From (mm/dd/yyyy):		To (mm/dd/yyyy):	
Degree received: Undergraduate Graduate		Major:	
HIGH SCHOOL YOU GRADUATED FROM (yes, this is required)			
Name of High School:		Address:	
From (mm/dd/yyyy):		To (mm/dd/yyyy):	
What languages do you speak?			
CURRENT RESIDENCE			
Address (same as on your driver's license or utility bill):			
Home Phone:	Cell Phone:		E-mail:
FAMILY INFORMATION			
SPOUSE'S INFORMATION (ONLY IF CURRENTLY MARRIED)			
First Name:	Last Name:	Date of Birth:	
Current Nationality:	City of Birth:	Country of Birth:	
Occupation:	Current Address:		
FATHER'S INFORMATION (IF DECEASED, WRITE "N/A")			
First Name:	Last Name:	Date of Birth:	
Current Nationality:	Occupation:		
Current Address:			

MOTHER'S INFORMATION (IF DECEASED, WRITE "N/A")				
First Name:		Last Name:		Date of Birth:
Current Nationality:		Occupation:		
Current Address:				
CHILD 1 INFORMATION (IF NONE, WRITE "N/A")				
First name:		Last name:		Date of birth:
Current Nationality:		Occupation:		
Current Address:				
CHILD 2 INFORMATION (IF NONE, WRITE "N/A")				
First name:		Last name:		Date of birth:
Current Nationality:		Occupation:		
Current Address:				
CHILD 3 INFORMATION (IF NONE, WRITE "N/A")				
First name:		Last name:		Date of Birth:
Current Nationality:		Occupation:		
Current Address:				
CHILD 4 INFORMATION (IF NONE, WRITE "N/A")				
First Name:		Last Name:		Date of Birth:
Current Nationality:		Occupation:		
Current Address:				
Are any of your relatives in China? Yes No				
If yes, list:	Name:		Relation to you:	
Status in China: Citizen Permanent Resident Resident Stay				
INFORMATION ABOUT YOUR TRIP				
Date of arrival (mm/dd/yyyy):			Date of Departure (mm/dd/yyyy):	
City of Arrival:			City of Departure:	
Address of stay:				
EMERGENCY CONTACT:				
First name:		Last name:		Relation to you:
Phone Number:			E-mail:	
Country:	State:		City:	Zip code:

WHO WILL PAY FOR THIS TRIP?			
Self		Organization	
Other			
Name:		Relation to You:	
Phone Number:		E-mail:	
Address:			
TYPE OF SPONSOR:			
INDIVIDUAL		ORGANIZATION	
Name of individual or organization:		Relationship to the applicant:	
Phone number:		City, State & Zip code of Sponsor:	
TRAVEL HISTORY:			
Have you been to China in the last 3 years?		No Yes (If yes, please list your last 3 trips below to mainland China, not HK or Taiwan)	
City:	Date of Arrival:	Date of Departure:	
City:	Date of Arrival:	Date of Departure:	
City:	Date of Arrival:	Date of Departure:	
Have you been issued a Chinese visa?		No Yes (If yes, please include details below)	
Type of Visa:	Visa Number:	Date of Issue:	Place of Issue:
Have you ever been fingerprinted when applying for a visa to China?		Yes	No
Have you ever been issued a Chinese residence permit?		Yes	No If yes, list permit number:
Do you currently hold any valid visas issued by other countries?		Yes	No if yes, list countries:
List countries you have traveled to in the past 5 years:			
OTHER INFORMATION (if you answer "yes" to any of the questions, please provide explanation on separate sheet of paper)			
Have you ever been refused a visa for China, or been refused entry into China?		Yes	No
Has your Chinese visa ever been cancelled?		Yes	No
Have you ever entered China illegally, overstayed, or worked illegally?		Yes	No
Do you have any criminal record in China or any other country?		Yes	No
Do you have any serious mental disorder or infectious disease?		Yes	No
Have you ever visited countries or territories where there is an epidemic in the last 30 days?		Yes	No
Have you ever been trained or do you have any special skills in the field of firearms, explosives, nuclear devices, biological or chemical products?		Yes	No
Are you serving or have you ever served in the military?		Yes	No
Have you served or participated in any paramilitary organization, civil armed units, guerrilla forces or armed organizations, or been its member?		Yes	No
Have you belonged to, contributed to, or worked for any professional, social, or charitable organizations?		Yes	No
Is there anything else you want to declare?		Yes	No

Where You Stay Form

Dear visa applicant,

If you need to apply for a Chinese visa in our Embassy, you **MUST** be **IN** the US now. If currently you are **NOT IN** the US, your visa application will not be processed.

Please tick and fill in the place you are currently in.

☐

Yes, I am currently in the US.

The State name is _____ .

☐

No, I am currently not in the US.

I am in _____(name of the Country/Region).

Please sign your name,

Date,

_____MM_____DD_____YYYY

AMERICAN VISA SERVICE

44081 Pipeline Plaza, Ste 210

Ashburn VA 20147

Tel: 312-922-8860 E-mail: info@avschicago.com**AVS Order Form**

Applicant Information		
Traveler One (1):		
First Name:	Last Name:	DOB:
Traveler Two (2):		
First Name:	Last Name:	DOB:
Traveler Three (3):		
First Name:	Last Name:	DOB:

Services Requested (check all that apply)						
US Passport Services:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> 2 nd Passport	<input type="checkbox"/> Name Change	<input type="checkbox"/> Lost	<input type="checkbox"/> Passport Card
Visa Services:	<input type="checkbox"/> Tourist	<input type="checkbox"/> Business	<input type="checkbox"/> Employment	<input type="checkbox"/> Residence	<input type="checkbox"/> Family Visit	
Type of Visa (entries):	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Multiple	<input type="checkbox"/> Not Sure		
Country/Countries:			Processing Speed Requested:			
Date of Departure from USA:			Date Needed in Your Hands:			

Shipping Information (where to ship your passport back)			
Shipping Method:	<input type="checkbox"/> FedEx Overnight	<input type="checkbox"/> FedEx 2 Day	<input type="checkbox"/> Use My Label/FedEx Account #:
Shipping Address: (no PO BOX)	Company:		Name:
	Street Address:		
	City:	State:	Zip Code:
	E-mail:		Phone Number:

Contact Information (for questions, status updates, additional requests, etc)- this is NOT your emergency contact			
Name:		Relationship to Applicant:	
Phone #:		E-mail:	

Payment Information						
Form of Payment	<input type="checkbox"/> Check (company)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover	<input type="checkbox"/> Paid on website
Credit Card Info:	Card Number:	Exp. Date:	CVV Code:			
	Cardholder's Name:					
	Billing Zip Code:					
Authorization to Charge:	Signature:	Date:	Amount: \$			

Disclaimer: Please send all required documents for processing to the address above. Service and embassy fees are non-refundable and are subject to change without notice. AVS is not responsible for any policy changes at the Passport Agency or any of the Embassies as well as delays, damages or loss of documents resulting from the actions of the Passport Agency, any Embassies, FedEx or postal services. By sending this order form, you agree to receive occasional e-mails from AVS with important updates and announcements.

