



## Just Passports

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

www.justpassports.com

### WORK ORDER-INDIA VISA

DEPARTURE DATE: \_\_\_\_\_ NEED BY DATE: \_\_\_\_\_

#### APPLICANT'S INFORMATION

\_\_\_\_\_  
(FIRST NAME)

\_\_\_\_\_  
(MIDDLE NAME)

\_\_\_\_\_  
(LAST NAME)

#### JUST PASSPORTS SERVICE, OUTSOURCING AND CONSULATE FEES (CHECK ONE)

\_\_\_\_\_ \$307.90 – TEN (10) YEAR MULTIPLE ENTRY TOURIST VISA

\_\_\_\_\_ \$307.90 – ONE (1) YEAR MULTIPLE ENTRY BUSINESS VISA

\_\_\_\_\_ \$307.90 – FIVE (5) YEAR MULTIPLE ENTRY BUSINESS VISA

\_\_\_\_\_ \$307.90 – TEN (10) YEAR MULTIPLE ENTRY BUSINESS VISA

\_\_\_\_\_ \$120.00 – ADDITIONAL FEE IF YOU DO NOT LIVE IN JURISDICTION

*All processing times start when the consulate receives all of the correct requirements.*

#### RETURN DELIVERY FEE

\_\_\_\_\_ \$30.00 – FEDERAL EXPRESS (MONDAY – FRIDAY)

TOTAL AMOUNT: \$ \_\_\_\_\_

CONTINUED...



## Just Passports

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

[www.justpassports.com](http://www.justpassports.com)

### RETURN DELIVERY ADDRESS

CONTACT NAME: \_\_\_\_\_

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

STREET (NO P.O. BOX): \_\_\_\_\_

SUITE/APT. NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER #1: \_\_\_\_\_

PHONE NUMBER #2: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### PAYMENT METHOD

CARD TYPE: \_\_\_\_\_ CVV NUMBER: \_\_\_\_\_  
(AMEX OR DISCOVER ONLY)

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

AUTHORIZED AMOUNT TO BE CHARGED TO THE CREDIT CARD: \$ \_\_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OR**

PAY BY CASH, COMPANY CHECK, OR MONEY ORDER. SORRY WE DO NOT ACCEPT PERSONAL CHECKS.

### IMPORTANT NOTE

TERMS AND CONDITIONS ARE LISTED ON [www.justpassports.com](http://www.justpassports.com). REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE, AND ALL FEES ARE NON-REFUNDABLE. THE PASSPORT AGENCY RESERVES THE RIGHT TO PRIORITIZE THE PROCESSING TIME ACCORDING TO THE INTERNATIONAL DEPARTURE DATE.

**“THE PASSPORT & VISA PROS”**



## Just Passports

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

[www.justpassports.com](http://www.justpassports.com)

## INDIA VISA

JURISDICTION: Alabama, Arkansas, Florida, Georgia, Kansas, Louisiana, Mississippi, Oklahoma and Texas

1. SIGNED PASSPORT
  - MUST HAVE SIX (6) MONTHS REMAINING VALIDITY ([CLICK HERE IF YOU DON'T](#))
  - MUST HAVE TWO (2) BLANK SIDE BY SIDE VISA PAGE ([CLICK HERE IF YOU DON'T](#))
2. ONE (1) COMPLETED APPLICATION ([CLICK HERE](#))
3. ADDITIONAL PARTICULARS FORM (SEE BELOW)
4. TWO (2) COLOR PASSPORT SIZE PHOTO (2x2)
  - NO EYE GLASSES
5. COPY OF INVITATION LETTER (***BUSINESS APPLICANTS ONLY***)
  - MUST BE ON INDIAN COMPANY LETTER HEAD
  - MUST STATE THE VALIDITY OF VISA (1 YEAR, 5 YEAR, OR 10 YEAR)
  - THE VALIDITY OF VISA MUST MATCH THE U.S. COMPANY LETTER
6. COMPANY LETTER (***BUSINESS APPLICANTS ONLY***)
  - MUST STATE THE VALIDITY OF VISA (1 YEAR, 5 YEAR, OR 10 YEAR)
  - THE VALIDITY OF VISA MUST MATCH THE INDIAN INVITATION LETTER
7. A COMPLETED REUNICIATION FORM ([CLICK HERE](#)) (***FOR APPLICANTS BORN IN INDIA AND APPLYING FOR THE 1<sup>ST</sup> TIME ON ANY U.S. PASSPORT, AND MUST SUBMIT THEIR INDIAN PASSPORT AS WELL***)
8. COPY OF YOUR TRAVEL ITINERARY
9. LETTER OF INCORPORATION (***THIS IS FROM THE COMPANY IN INDIA***)
10. DISCLAIMER FORM (***SEE BELOW***)
11. PARENTAL AUTHORIZATION FOR MINORS FORM (***SEE BELOW***)
12. CLEAR COPY OF YOU VALID DRIVER LICENSE OR A UTILITY BILL (***THIS ADDRESS HAS TO MATCH THE PRESENT AND PERMANENT ADDRESS ON THE VISA APPLICATION. PLEASE CALL IF FOR DETAILS IF IT DOESN'T MATCH***)

CONTINUED...



## **Just Passports**

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

[www.justpassports.com](http://www.justpassports.com)

13. CLEAR COPY OF YOUR BIRTH CERTIFICATE OR;
- US BORN – ONLY A CLEAR COPY OF THE BIRTH CERTIFICATE
  - INDIA BORN – THOSE BORN IN INDIA CAN USE A COPY OF THEIR BIRTH CERTIFICATE, OLD INDIAN PASSPORT, OR SCHOOL LEAVING CERTIFICATE
  - ALL OTHERS – THOSE NOT BORN IN THE USA OR INDIA SHOULD SUBMIT A COPY OF BIRTH CERTIFICATE OR ANY OTHER GOVERNMENT DOCUMENT FROM THE COUNTRY OF ORIGIN THAT HAS THE PARENTS NAME, DATE OF BIRTH AND NATIONALITY ON IT. MUST BE TRANSLATED INTO ENGLISH AND NOTARIZED
14. COPY OF ALL OF THE ABOVE AND PLEASE STAPLE THEM TO THE WORK ORDER

### **PROCESSING TIME**

THE AVERAGE PROCESSING TIME IS 7-17 BUSINESS DAYS, YOU WOULD HAVE TO APPLY IN PERSON IF YOU WOULD NEED IT BEFORE THEN.

### **IMPORTANT NOTE**

IF YOUR PASSPORT INDICATES THAT YOU WERE BORN IN PAKISTAN, YOU CAN EXPECT THE PROCESS TO TAKE 4 TO 8 WEEKS WITHOUT THERE EVER BEING A GUARANTEE THAT YOUR VISA WILL EVER BE GRANTED.

### **VISA VALIDITY**

THE VALIDITY, DURATION OF STAY, AND NUMBERS OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF INDIA. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATION INCONSISTENT WITH INDIA LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS. THE CONSULATE FEES AND PROCESSING TIME CAN CHANGE WITHOUT NOTICE. ALL FEES ARE NON REFUNDABLE.

**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**



## CKGS Disclaimer Form

### CKGS Application Centre Steps for Applicants

---

***Disclaimer:***

You must send / carry a completed application to the CKGS Application Centre using the document Checklist and following all the instructions provided in the procedure.

You must make the payments as follows: The correct Service and Category fees, ICWF fees, Reference / Fax fees (if applicable non US Passport), CKGS Service charges, convenience charges (if applicable), optional services like Courier / SMS (if applicable).

If your application is found to be incomplete, then CKGS will send you an email informing you of deficiency / ies in your application. You must provide all the requested documents to CKGS **within 7 working days** from the date of receipt of the email.

If you are unable to provide the complete application, **your application will be returned to you at your entire cost and consequences**. If you have opted for return courier, we will use the courier charges paid by you for the return of your documents or using the prepaid self-addressed envelope provided by you. The Service Charges will not be refunded under any circumstances.

I acknowledge that the website [www.in.ckgs.us](http://www.in.ckgs.us) contains the required information in connection with the Services. The said website will be updated as per the instructions of the Embassy / Consulate and will change from time to time.

I hereby confirm that by accepting this Disclaimer Form, it will be deemed that I have read and understood the [Declaration & Undertaking](#), [Terms & Conditions](#), the [Privacy Policy](#) and the check list steps and procedures.

I will be responsible for any deficiency / ies in my application and any impact / consequence that it may have on the time taken to process and the decision of my application.

---

**Name of the Applicant as per passport**

---

**Signature of the Applicant**

**Date** \_\_\_\_\_

**PARENTAL AUTHORIZATION FOR MINORS**  
(Children under 18 years old)

I, the undersigned,

Mr

and

Mrs

Capacity (parents or legal guardians)

(The both parents or guardians should provide a copy of his/her ID card with signature and the child birth certificate . If separated or divorced, or in case of adoption, the legal guardian should provide a copy of the judgement.)

having full and complete custody of

Name

Given names

Date of birth (day/month/year):

residing at

do hereby authorize my child to leave the United States of America, from  
(day/month/year) to (day/month/year)

Parental authorization form needs to be notarized.

Place and date of signatures (City and State)

Signatures.....



## Just Passports

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

[www.justpassports.com](http://www.justpassports.com)

### EXAMPLE OF A COMPANY LETTER

**THIS HAS TO BE PLACED ON YOUR COMPANIES LETTER HEAD**

DATE: \_\_\_\_\_

CONSULATE OF \_\_\_\_\_

DEAR VISA OFFICER,

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.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR./MRS. (TRAVELER) THE APPROPRIATE BUSINESS VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE AND TITLE)

**PLEASE BE SURE THAT THE PERSON THAT IS TRAVELING DOES NOT SIGN THIS LETTER AND THIS LETTER HAS TO BE ON YOUR COMPANIES LETTER HEAD.**