

PLEASE READ THESE INSTRUCTIONS CLOSELY.  
THIS CHECKLIST SHOWS ALL REQUIRED DOCUMENTS.



**1-800-573-3738**

**\* Important Note \*** India is a jurisdictional consulate – therefore we can only process India visas for U.S. citizens residing in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, and Wisconsin. India Visas take 5 to 7 business days to process on average. During times of heavy demand, the consulate may take longer to process visas.

**INDIA TOURIST VISA - REQUIRED DOCUMENTS:**

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| <b>1</b> | <p><b>Valid United States Passport</b></p> <ul style="list-style-type: none"> <li>- Your signed passport must be valid and have at least 3 blank pages for any visa stamps. The passport's expiration date must be greater than six months from the date of entry for the visa you are applying for. If your passport does not meet the requirements, you must obtain a new one prior to obtaining the visa.</li> </ul>   |
| <b>2</b> | <p><b>Completed India Tourist Visa Application - Printed and Signed - Must be Completed Online</b></p> <ul style="list-style-type: none"> <li>- Also found here - <a href="http://indianvisaonline.gov.in/visa/">http://indianvisaonline.gov.in/visa/</a></li> <li>- For the "Indian Mission" - select "USA-Chicago"</li> <li>- Complete the online application, <u>print it out, sign it (2 spots to sign), and include it when shipping</u></li> <li>- Your signature must be exactly the same as the signature on your passport</li> </ul> |
| <b>3</b> | <p><b>Two Passport Photos</b></p> <ul style="list-style-type: none"> <li>- Go to your local Kinko's, CVS, or Photo Shop (Do not staple your photos to the form)</li> <li>- Must be recent passport photos different from the photo in the passport</li> </ul>   |
| <b>4</b> | <p><b>Proof of Travel Departure</b></p> <ul style="list-style-type: none"> <li>- One clear photocopy of an Airline Plane Ticket Confirmation or Travel Agent Flight Itinerary in your name</li> </ul>   |
| <b>5</b> | <p><b>Photocopy of Driver's License</b></p> <ul style="list-style-type: none"> <li>- One clear photocopy of your State Issued Driver's License or State ID Card</li> <li>- The address on this driver's license must be the same address used on the Indian Visa application</li> </ul>   |
| <b>6</b> | <p><b>Photocopy of Certified Birth Certificate</b></p> <ul style="list-style-type: none"> <li>- One clear photocopy of your certified birth certificate</li> <li>- Non-US Citizens must provide a birth certificate and certified translation (processing will be delayed)</li> </ul>   |
| <b>7</b> | <p><b>Copy of Order Confirmation Email</b></p> <ul style="list-style-type: none"> <li>- Please include a copy of your order confirmation email in your FedEx envelope. This is the email you received with all your order details.</li> </ul>   |
| <b>8</b> | <p><b>India Tourist Visa Consular Fee of \$80 (6 month visa) or \$170 (5 year visa)</b></p> <ul style="list-style-type: none"> <li>- India Visa Fee must be paid with a <u>US Postal Money Order</u> to "Cox and Kings Global Services USA LLC"</li> <li>- Both the 6 month and 5 year visas allow multiple entries into India while the visa is valid</li> </ul>   |
| <b>9</b> | <p><b>Shipping</b></p> <ul style="list-style-type: none"> <li>- Please FedEx or UPS all required documents to the address below.</li> <li>- Ship documents for 10:30AM delivery the next business day</li> </ul>  |

**SHIPPING INFORMATION: WHEN READY TO SHIP CALL 1-800-573-3738**

**SHIPPING ADDRESS:**

**URGENT PASSPORT  
230 S. CLARK ST.  
# 222  
CHICAGO, IL 60604**

**\* (FEDEX or UPS for 10:30AM delivery) \***