



**REQUEST FOR VISA/PASSPORT PROCESSING (Transmittal)**

This form is for Casto's use only, to advise us as to what service you are requesting, when you depart on your trip, and the address to which the documents should be sent. Please complete and include this form with your passport and/or Visa application and other required documents. **Please note – This is a transmittal form. This is not a Visa Application.**

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

**FULL NAME ID APPLICANT(S) and issuing country of passport (if applicable):**

- 1. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 2. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 3. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 4. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO

IF NOT A US PASSPORT HOLDER, WHICH COUNTRY? \_\_\_\_\_ Green Card? Yes  No   
 Other Status \_\_\_\_\_

**SERVICE REQUESTED:(Check applicable items)**

- New Issue US Passport  Renewal US Passport  Passport Amendment  Additional Passport Pages
- Applying for a Second Valid (limited) Passport

**VISA EXPEDITING: (List Countries)**

1. _____	3. _____
2. _____	4. _____

**BASIC CHECKLIST FOR OBTAINING VISAS** (Note: these are not specific visa requirements for any one country)

- Be sure passport has enough blank Visa pages for each Visa requested. Visas will not be affixed to an "Amendment" page. Extra pages may have to be added first before Visas can be issued.
- Some countries require your passport to have a minimum remaining validity of least 6 months as a visa and/or an entry requirement even if you do not need a Visa. PLEASE CHECK WITH US REGARDING YOUR DESTINATION, AS YOU MAY NEED TO RENEW YOUR PASSPORT FIRST BEFORE ANY VISAS CAN BE ISSUED.
- Your passport should be signed on the signature line above the vital information page usually above the inside cover of most US passports.
- To avoid any delays in processing, all Visa photos should be a standard 2"x2" color passport photo, with full face toward the camera and plain white to slightly off white background. No I.D. badge photos or ¾ view INS photos will be accepted.

DEPARTURE DATE FROM THE US: \_\_\_\_\_  
 LATEST DATE YOU WILL NEED THE PASSPORT BACK: \_\_\_\_\_  
 (Service charges will be billed according to this date)  
 RETURN COMPLETED DOCUMENTS TO:

Name:	_____	Company Name:	_____
Address:	_____	E-Mail:	_____
City/Zip Code:	_____	Company Contact:	_____
Telephone (H):	_____	Contact Telephone:	_____
Telephone (W):	_____	Fax:	_____

RETURN VIA:  FedEx Priority Overnight  FedEx Second Overnight  FedEx (Saturday)  
 FedEx Account # \_\_\_\_\_  Casto Local Courier Surcharge will apply

**PAYMENT:**

Personal Check or Money Order \$ \_\_\_\_\_ (Payable to Casto Travel, Inc.)

**CREDIT CARD PAYMENTS:**

Visa; MC; AMEX # \_\_\_\_\_ Expires \_\_\_\_\_

Card Holders Name \_\_\_\_\_

Card Holder's Signature (Required) \_\_\_\_\_

Casto Use Only	

Casto Travel Visa Passport and Consulting Services  
 2560 North First Street Suite 150 San Jose, CA 95131 (408) 553-4735 FAX (408) 984-7007 Email: [passport@casto.com](mailto:passport@casto.com)  
 Also Located at 500 Sansome Street Suite 601 San Francisco CA 94111 (408) 553-4735

DISCLAIMER: Casto Visa Passport and Consulting Services acts as a service agent only and is not liable for any negligent actions or omissions of any foreign consular office, it's embassy or the US Passport Agency, other government agencies and overnight delivery services. While we make every effort to ensure that the correct visas have been issued, it is the responsibility of the traveler to check that the visas obtained are valid for the period of intended stay in that country. Use of our services constitutes agreement to these terms. Thank you.

**ALL APPLICANTS PLEASE READ AND SIGN THIS IMPORTANT NOTIFICATION**

US citizens born in the USA should allow a minimum of 7 business days to process an India Visa request.

Due to extensive background checks on all India Visa applicants, those US citizens who require a reference (i.e. those **NOT** born in the USA) and **all Non-US citizens** have a **minimum processing time of one to two weeks, and in some cases may take longer.**

**Non-refundable tickets or reservations should not be purchased until all Visas and passports are secured and in your possession.**

Should your Visa not be ready by your departure date and you need your passport back, a “Passport Withdrawal Request Form” must be submitted. A minimum of 2 business days will be required to retrieve your passport from the India Visa Center. Your application and Visa fees will be suspended. The processing will be continued if the passport is returned to the India Visa Center within 2 weeks from the date it was retrieved.

If you cannot return your passport within the two week window, a new application will be required. No refund of the original Visa fee is possible and a new Visa fee must be lodged with the fresh application.

By signing this notification I acknowledge and understand the above. I also understand that the Visas are issued on a case by case basis and I will not hold Casto Travel responsible for any delays in processing times.

Applicant Signature:

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Applicant Print Name:

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Date:

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## Business Visa - Indian Visa Requirements

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These requirements were generated on 02/27/2012 1:37pm EST.

**A Business visa is strictly given those who are doing business in India such as making sales or establishing contacts on behalf of a company outside of India. Business visas may be valid for one year or more with multiple entries. However, the period of stay in India (for each visit) under this category is limited to six months only. Business visas valid for ten years with multiple entries may be available to foreign businessmen who have set up or intend to set up joint ventures in India.**

**Applicants going for employment in projects/ contracts in India should apply for an Employment visa and not a Business visa. If the applicant does not meet any other visa type standards, they should apply for an Entry visa. Spouse and dependent family members accompanying the applicant must apply for an Entry visa (NOT Tourist visa), co-terminus with the period of the principal visa holder. The Business Visa applicant must receive the visa prior to applying for accompanying the spouse and dependent family members. Please note the visa is valid beginning on the day it is issued. So, a 1 year visa issued on January 1 would be valid until December 31.**

- 1. India Visa Application Form:** You must complete the [India Visa Application Form](#). After the application has been completed, you must print and **sign the application in TWO places: directly below the photo box on page 1 (completely inside the signature box) and again at the bottom of page 2.**

**It is very important that the following fields are filled in correctly, otherwise your application will not be accepted. We cannot modify these fields on your behalf!**

- **Indian Mission: USA-San Francisco.** If you apply at a different city, you will need to fill out a new application.
  - **Surname:** This is your last name as on your passport.
  - **Given Name:** This is your first name and middle name (if applicable) as on your passport. Each name should be separated by a space.
  - **Date of Birth:** This should match your date of birth on your passport.
  - **Passport No.:** Passport number as on your passport.
  - **Place of Issue:** Passport place of issue as on your passport.
  - **Date of Issue:** Passport issue date as on your passport (DD/MM/YYYY format).
  - **Date of Expiry:** Passport expiration date as on your passport (DD/MM/YYYY format).
- 2. Photograph:** One 2"x 2" inch passport size photographs (black/white or color) taken within the last 3 to 6 months depicting front pose against white background on photographic paper is required. **No glasses are allowed to be worn in the photo.** Using glue or paste, affix the photo to the India Visa Application. Do not staple the photo.

3. **Digital Image of Visa Photo and Signature:** A digital image of the first page of your visa application containing your visa photo and signature will be scanned by Casto onto a manifest prior to submission to the India Visa Center.

Processing **delays of 48 hours or more** will result if you do not upload your visa photo and signature when completing the Trivisa Order Form.

4. **Signature:** The India Visa application has TWO places for signature. The following sections must be signed correctly:

- Page 1: Each applicant must sign COMPLETELY inside the box on Page 1 below their picture. Minors who cannot write their name can use a thumbprint in black ink instead. If any part of the signature or thumbprint is outside of the box, the application will be rejected.
- Page 2: At the bottom of Page 2, the applicant must sign. If applicant is a minor, both parents or legal guardians must sign.

5. **Passport:** Passport must have a minimum validity of six months from the date of application with at least two blank visa pages. Last 2 amendment pages are not acceptable. **Must be the actual passport not a copy because your visa will be stamped in the actual passport.**

6. **Proof of Address:** Applicants must submit a **photocopy** with proof of residence/address that matches the present address on the visa application exactly. Photocopy of state issued ID (Driver License or ID), major utility bill (Water, Gas, Electric, Sewage) or a copy of a valid/current lease containing both the landlord and tenant signatures must be submitted. Do not cut your drivers license copy down to a smaller size. Please leave the copy on regular sized paper.

The following items are not accepted: cell phone bill, credit card statement or bank statement. The address cannot include a P.O. box.

For minors, a proof of address from both parents or a legal guardian may be submitted instead.

For College/University students living on campus in university housing/dormitories, a letter from your institution on the institution's letterhead explaining the exact address that you presently reside in will suffice.

7. **For Minors Only - Copy of Birth Certificate:** For minors only (under 18), a **photocopy** of the birth certificate or any government issued document that shows parents name, date of birth and nationality. Depending on your nationality at birth, these are the documents that are accepted.

- **US Born:** Only birth certificates are accepted for applicants born in the US.
- **Indian Born:** Those born in India can use their birth certificate, old Indian passport or school leaving certificate.
- **All Others:** Those not born in the US or India should submit a birth certificate or any government document from the country of origin that has parents name, date of birth and nationality. Must be translated into English and notarized.

You should not send the originals - we cannot be responsible for original documents.

8. **Parents' Passport Copies:** A copy of the vital page(s) containing the picture and signature page of both parents signed passports. For Minor Applicants only.

9. **Proof of Renunciation of Indian Citizenship:** If the applicant has already renounced Indian citizenship, one of the following must be produced as proof:

- A certificate of renunciation issued by a Consulate of India or,
- Your cancelled Indian passport with stamp stating the passport is cancelled due to obtaining US (or any non Indian country) citizenship.

If the applicant has NOT renounced their Indian citizenship, or cannot show proof, the following must be provided:

- Copy of your naturalization certificate
- Most recent Indian passport.
  - If the most recent Indian passport is available, provide the following:
    - Two (2) copies of the completed Renunciation Form - [https://indiavisa.travisaoutsourcing.com/pdf/Renunciation\\_Form.pdf](https://indiavisa.travisaoutsourcing.com/pdf/Renunciation_Form.pdf)
    - Copies of the first three pages and the last two pages of the most recent Indian passport.
  - If do not have your most recent Indian passport, your naturalization date will determine what requirements are needed.
    - If you were naturalized over 10 years from today, you must provide two (2) copies of a deemed surrender certificate form ([https://indiavisa.travisaoutsourcing.com/pdf/Deemed\\_Surrender\\_Certificate.pdf](https://indiavisa.travisaoutsourcing.com/pdf/Deemed_Surrender_Certificate.pdf)).
    - If you were naturalized less then 10 years ago, you must provide an Affidavit of Loss ([https://indiavisa.travisaoutsourcing.com/pdf/Affidavit\\_Of\\_Loss.pdf](https://indiavisa.travisaoutsourcing.com/pdf/Affidavit_Of_Loss.pdf)) and either a copy of your birth certificate or a school leaving certificate.
- There will be a separate renunciation fee automatically calculated as a part of the visa application depending the date of naturalization:
  - **Naturalized before June 1, 2010:** \$20.00 renunciation fee
  - **Naturalized on or after June 1, 2010:** \$175.00 renunciation fee

If the most recent Indian passport is retained for more than 3 years after acquisition of citizenship of another country, a penalty of \$250.00 will be automatically calculated as a part of the visa application except where the most recent Indian passport expired before January 1, 2005 or where the most recent Indian passport shows a 'Cancelled' stamp. In addition, a penalty of \$250.00 will be charged for each case of misuse of the Indian passport for travel after 3 months of acquisition of citizenship of another country subject to a maximum penalty of \$1250.00.

For help calculating the renunciation and penalty fees due, you can refer to the Renunciation and Penalty Fee Flowchart ([https://indiavisa.travisaoutsourcing.com/images/renunciation\\_flowchart.png](https://indiavisa.travisaoutsourcing.com/images/renunciation_flowchart.png)) as a guide.

10. **Naturalization Certificate:** A copy of the Naturalization Certificate is required:
- If your most recent Indian passport expired or is due to expire on or after January 1, 2005
  - If your US passport is issued on or after June 1, 2010 while naturalization took place on or before May 31, 2010.

- If a minor gained naturalization through his/her parents and possesses no separate naturalization certificate then a notarized written statement signed by both parents is required stating the circumstances that their child received his/her naturalization status and why the child does not possess his/her own certificate.
  - A copy of the Naturalization Certificate is required for all applicants applying in the Houston jurisdiction.
11. **Sponsor Letter From Organization in India:** Include a letter from the sponsoring organization in India on company letterhead indicating the nature of applicant's business, probable duration of stay, the validity of visa applied for (1 Year, 5 Year or 10 Year), places and organizations to be visited, and a guarantee to meet maintenance expenses.
  12. **Sponsor Letter From Parent Company in USA:** Include a letter from the parent sponsoring organization in the United States on company letterhead indicating the nature of the applicant's business, probable duration of stay, validity of visa applied for (1 Year, 5 Year or 10 Year), places and organizations to be visited, and a guarantee to meet maintenance expenses
  13. **Projects/ Contracts in India:** Applicants taking up employment in projects/contracts in India should apply for an Employment visa and not a Business visa.
  14. **Work Visa FAQ:** Please read the following FAQ to determine if a Business Visa or an Employment Visa is needed for your particular situation:  
[https://indiavisa.travisaoutsourcing.com/pdf/Work\\_Visa\\_FAQ.pdf](https://indiavisa.travisaoutsourcing.com/pdf/Work_Visa_FAQ.pdf)
  15. **Potential Penalty Fees Required:** Once a person acquires citizenship of another country, it is obligatory to surrender Indian citizenship and Indian passport should not be used for travel 3 months beyond the date of acquisition of citizenship. If the Indian passport is retained for more than 3 years after acquisition of citizenship of another country, a penalty of \$250.00 will be charged except where the Indian passport expired before January 1, 2005 or where the most recent Indian passport shows a 'Cancelled' stamp. In addition, a penalty of \$250.00 will be charged for each case of misuse of the Indian passport for travel after 3 months of acquisition of citizenship of another country subject to a maximum penalty of \$1250.00.
  16. **Protected/ Restricted Area Permit:** Applicants planning to travel in the following areas in India will need to apply for a special protected / restricted area permit. Arunachal Pradesh, Parts of Himachal Pradesh, Parts of Jammu and Kashmir, Manipur, Mizoram, Nagaland, Parts of Rajasthan, Sikkim and Parts of Uttarakhand. The permit fee is \$30.00 in addition to the standard consular fees. A completed Protected Area Permit Form is required: ([https://www.indian-visa.com/pdf/PAP\\_Permit\\_Form.pdf](https://www.indian-visa.com/pdf/PAP_Permit_Form.pdf).) More information is available in this official FAQ: ([https://www.indian-visa.com/pdf/PAP\\_FAQ.pdf](https://www.indian-visa.com/pdf/PAP_FAQ.pdf).) Your Protected/Restricted Area application will take several weeks to process. Processing time cannot be guaranteed and tickets should not be purchased until all visas are granted and in your possession.
  17. **Green Card Holders:** Applicants who are not Citizens of USA, but hold long term US visa or a Green Card should submit a copy of the visa or the Green Card. Do not send the original Permanent Residence Card/Green Card. Travia Outsourcing cannot be held responsible for loss or damage to original Permanent Residence Card/Green Card (**Non US Citizens - Permanent Resident/ Green Card Holders Only**)
  18. **Short Term Visa Holders:** Applicants who are not citizens/residents of the USA and hold a tourist or other short-term visa for the USA should normally apply for Indian visas in the country of their permanent residence. In case of emergency or special circumstance, an application could be made at the Indian Embassy in Washington DC or Consulates General of India in the USA. In addition

to the relevant visa fee there is a reference fee of \$20.00 for reference to be made to the country of their original residence. Such cases have a minimum processing time of one to two weeks, and some cases may take longer. **(Non US Citizens - Short Term Visa Holders Only)**

19. **US Advanced Technology Workers:** Individuals working in designated U.S. agencies or technology areas (Conventional Munition; Nuclear Technology; Missile/Missile Technology; Aircraft and Missile Propulsion and Vehicular Systems; Navigation and Guidance Control; Chemical and Biotechnology Engineering; Remote Imaging and Reconnaissance; Advanced Computer Material; Advance Composite Material; Information Security; Laser and Directed Energy Systems; Sensors; Marine Technology (submarines etc); Robotics; Advanced Ceramics; High Performance Metals and Alloys and or with establishment engaged in Defense, Research, Nuclear, Space and Missile Technology) are required to submit their application at least two weeks in advance to enable timely process of their cases. In addition, the following form (<https://www.indian-visa.com/pdf/Technical%20Additional%20Information.pdf>) must be submitted along with the visa application.
20. **Special Pakistan Application:** In addition to the requirements above, Special Visa application form (<https://www.indian-visa.com/pdf/Pakistan.pdf>) should be filled in by citizens of Pakistan (4 copies with 4 photos). **(Pakistan Citizens Only)**
21. **Sri Lanka Additional Form:** One copy of the Sri Lanka Addition Form which is available here: [https://indiavisa.travisaoutsourcing.com/pdf/Sri\\_Lanka\\_Form.pdf](https://indiavisa.travisaoutsourcing.com/pdf/Sri_Lanka_Form.pdf) **(Sri Lanka Citizens Only)**
22. **Special Bangladesh Application:** In addition to the requirements above, Special Visa application form (<https://www.indian-visa.com/pdf/Bangladesh.pdf>) should be filled in by citizens of Bangladesh (2 copies with 2 photos). **(Bangladesh Citizens Only)**
23. **Persons of Sri Lankan Origin:** One copy of the Sri Lanka Additional Form which is available here: [https://indiavisa.travisaoutsourcing.com/pdf/Sri\\_Lanka\\_Form.pdf](https://indiavisa.travisaoutsourcing.com/pdf/Sri_Lanka_Form.pdf)
24. **Dual Citizenship:** Applicants who have dual citizenship with the US and another country must apply on their US passport, if living in the US. The exception is for applicants who hold dual citizenship with Pakistan. Persons who have held Pakistani citizenship, and have also acquired US citizenship must apply for a visa on their Pakistani passport, with the only exception being for those that can prove that they have renounced their Pakistani citizenship with a copy of their renunciation certificate. Absence of Pakistani passport or an expired Pakistani passport is not considered proof of renunciation of Pakistani nationality. When applying for the visa on the Pakistani passport it is required to complete the Special Pakistan application, and submit all requirements. Please click here for the Special Pakistan application: (<https://www.indian-visa.com/pdf/Pakistan.pdf>)
25. **Processing Time:**

## **US Citizens born in the US**

- General processing time will be 7-10 business days. This will vary more or less dependent on the volume of applications the Consulate is currently processing.
- Persons of Indian origin and non USA citizens should allow for extra processing time. Processing time cannot be guaranteed and tickets should not be purchased until all visas are granted and in your possession.
- Processing times cannot be guaranteed and tickets should not be purchased until all visas are granted and in your possession.

## Former Indian Nationals

Due to recent changes in requirements, there is a delay in processing time for former Indian nationals. Former Indian nationals should allow for extra time when applying for their visa to accommodate these delays. Same day processing is not available for former Indian nationals.

## Pakistan nationals and persons of Pakistani origin

Processing of visa requests by Pakistani nationals as well as persons of Pakistani origin takes a minimum of 6 weeks. It can take longer as the matter is examined by the concerned authorities in India. The Embassy/Consulate will promptly convey the decision on their application to the applicant as soon as it is received from New Delhi. You are requested to be patient and not make enquiries in this regard by phone, email, personal visit, fax or letters, which, due to constraints, we will not be able to respond to. You may rest assured that we will, on our own, pursue your case.

## Sri Lanka nationals and persons of Sri Lankan origin

For Sri Lankan nationals and those of Sri Lankan origin, the visa process takes time. The Embassy/Consulate will promptly convey the decision on their application to the applicant as soon as it receives required approvals. You are requested to be patient and not make enquiries in this regard by phone, email, personal visit, fax or letters, which, due to constraints, we will not be able to respond to. You may rest assured that we will, on our own, pursue your case.

## Non-US citizens and Naturalized US citizens

US citizens who require a reference and all Non-US citizens have a minimum processing time of one to two weeks, and some cases may take longer. This time schedule applies whether applying in person or by mail. Pickup for in person applications is between 4:30pm and 6:00 pm.

**Non-refundable tickets or reservations should not be purchased until all visas and passports are secured and in your possession. [Terms and Conditions.](#)**

Applications sent by mail take about 7 - 9 working/business days to process from the date of receipt.

### 26. **Fees:**

Note: Since consular fees are fixed on the basis of reciprocal arrangement/or special agreements between governments, the fees could differ for citizens of different countries. Consular fee once received is not refunded even if the visa application is withdrawn or visa not granted.

A Processing Service Fee of \$13.00 will be collected by Trivisa Outsourcing per application, per passport. All fees are payable by Money Order (preferred payment method - payable to "Trivisa Outsourcing") or Credit Card - payment with Credit Card may cause a delay (Visa and MasterCard only). **The current schedule of consular fees includes the \$13.00 service fee collected by Trivisa Outsourcing is given below.**

Applicants needing a Protected Area Permit (PAP) will need to pay an extra \$30.00 in addition to the consular fee.



All Consular Fees and Processing Fees are NONREFUNDABLE, even if a visa is denied or if a visa is issued for a shorter period of time or otherwise issued or returned at a time or on terms and conditions that vary from those sought by the applicant.

Travisa Outsourcing is a service company only. Travisa Outsourcing does not issue visas or in any way determine or control the issuance of, or terms and conditions of, visas, all of which is determined and controlled solely by the Consulates of the Embassy of India. Travisa Outsourcing is not and cannot be responsible for any determinations, acts or omissions by the Consulates.

### US Citizens

Duration of Visa	Consular Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$163.00	\$13.00	\$176.00
5 Years Multiple Entry	\$243.00	\$13.00	\$256.00
10 Years Multiple Entry	\$243.00	\$13.00	\$256.00

### Non-US Citizens

Please note that US short term visa holders will be charged a reference fee of \$20.00 in addition to the total fees below. US Green card holders and those who have a US long term visa (3 years or more) will not be charged the reference fee. Applicants with nationalities including Afghanistan, Bangladesh, Pakistan, Iran, China, Slovak Republic and Czech Republic will be required to pay the reference fee of \$20.00 regardless of green card or US long term visa status. In cases where prior reference is required, the processing time is usually is 4-6 working days.

**Please note that it is strongly recommended that Non-US Citizens apply for the shortest duration available.**

Duration of Visa	Consular Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$123.00	\$13.00	\$136.00
5 Years Multiple Entry	\$203.00	\$13.00	\$216.00

Note that for citizens of Czech Republic and Slovak Republic, processing time is a minimum of 21 working days.

### Australia Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$218.00	\$0.00	\$13.00	\$231.00
5 Years Multiple Entry	\$298.00	\$0.00	\$13.00	\$311.00

### Czech Republic Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$193.00	\$0.00	\$13.00	\$206.00
5 Years Multiple Entry	\$273.00	\$0.00	\$13.00	\$286.00

### Ecuador Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$243.00	\$0.00	\$13.00	\$256.00
5 Years Multiple Entry	\$323.00	\$0.00	\$13.00	\$336.00

### France Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$168.00	\$0.00	\$13.00	\$181.00
5 Years Multiple Entry	\$248.00	\$0.00	\$13.00	\$261.00

### Iran Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$278.00	\$0.00	\$13.00	\$291.00
5 Years Multiple Entry	\$358.00	\$0.00	\$13.00	\$371.00

### Ireland Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$203.00	\$0.00	\$13.00	\$216.00
5 Years Multiple Entry	\$283.00	\$0.00	\$13.00	\$296.00

### New Zealand Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$133.00	\$0.00	\$13.00	\$146.00
5 Years Multiple Entry	\$213.00	\$0.00	\$13.00	\$226.00

### Nigeria Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$293.00	\$0.00	\$13.00	\$306.00
5 Years Multiple Entry	\$373.00	\$0.00	\$13.00	\$386.00

### Philippines Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$223.00	\$0.00	\$13.00	\$236.00
5 Years Multiple Entry	\$303.00	\$0.00	\$13.00	\$316.00

### Poland Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$148.00	\$0.00	\$13.00	\$161.00
5 Years Multiple Entry	\$228.00	\$0.00	\$13.00	\$241.00

### Saudi Arabia Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$218.00	\$0.00	\$13.00	\$231.00
5 Years Multiple Entry	\$298.00	\$0.00	\$13.00	\$311.00

### Sri Lanka Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
6 Months Single Entry	\$7.00	\$20.00	\$13.00	\$40.00
6 Months Multiple Entry	\$13.00	\$20.00	\$13.00	\$46.00
1 Year Multiple Entry	\$13.00	\$20.00	\$13.00	\$46.00

### Thailand Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$203.00	\$0.00	\$13.00	\$216.00

5 Years Multiple Entry	\$283.00	\$0.00	\$13.00	\$296.00
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### UAE Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$418.00	\$0.00	\$13.00	\$431.00
5 Years Multiple Entry	\$498.00	\$0.00	\$13.00	\$511.00

### Ukraine Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$203.00	\$0.00	\$13.00	\$216.00
5 Years Multiple Entry	\$283.00	\$0.00	\$13.00	\$296.00

### United Kingdom Citizens

Duration of Visa	Consular Fee	Reference Fee	Service Fee	Total Fee
1 Year Multiple Entry	\$158.00	\$0.00	\$13.00	\$171.00
5 Years Multiple Entry	\$238.00	\$0.00	\$13.00	\$251.00

### Special Fee Rates

These are fees for citizens of countries which have an special agreement with India. The fee applies to all visas regardless of duration unless otherwise noted.

Citizenship	Consular Fee	Reference Fee	Service Fee	Total Fee
Afghanistan	\$0.00	\$20.00	\$13.00	\$33.00
Argentina	\$0.00	\$0.00	\$13.00	\$13.00
Bangladesh	\$0.00	\$20.00	\$13.00	\$33.00
Jamaica	\$0.00	\$0.00	\$13.00	\$13.00
Japan	\$11.00	\$0.00	\$13.00	\$24.00
Korea, DPR (North Korea)	\$0.00	\$0.00	\$13.00	\$13.00
Maldives	\$0.00	\$0.00	\$13.00	\$13.00

Mauritius	\$0.00	\$0.00	\$13.00	\$13.00
Pakistan	\$2.00	\$20.00	\$13.00	\$35.00
South Africa	\$0.00	\$0.00	\$13.00	\$13.00
Travel Document (India)	\$0.00	\$0.00	\$13.00	\$13.00
Travel Document (Other)	\$120.00	\$20.00	\$13.00	\$153.00
Travel Document (USA)	\$160.00	\$20.00	\$13.00	\$193.00
Uruguay	\$0.00	\$0.00	\$13.00	\$13.00

### **No Visa Required**

Citizens of the following countries do not need a visa to enter India.

- Bhutan
- Nepal



सत्यमेव जयते

CONSULATE GENERAL OF INDIA  
540 Arguello Blvd. San Francisco, CA 94118  
Tel: 415-668-0662 | Fax: 415-668-9764  
www.cgisf.org

**ADDITIONAL FORM TO BE FILLED IN BY NON RESIDENTS /VISITORS IN U.S.A.  
ALONGWITH VISA APPLICATION FORM**

**TO BE FILLED IN CAPITALS (BLACK INK)**

SURNAME/ FAMILY NAME.....  
FIRST & MIDDLE NAME.....  
NAME OF FATHER/ SPOUSE.....  
NATIONALITY.....  
DATE OF BIRTH.....PLACE OF BIRTH.....  
PASSPORT NO.....  
DATE OF ISSUE.....PLACE OF ISSUE.....  
PROFESSION/ OCCUPATION.....  
PERMANENT ADDRESS.....  
.....TEL NO.....  
PURPOSE OF VISIT.....  
TYPE OF VISA REQUESTED.....PERIOD.....

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**(FOR OFFICIAL USE ONLY)**

Dated.....

Forwarded to Indembassy/ Hicomind/ Congendia.....with the request to convey your No Objection to grant of visa to above applicant urgently. If no reply is received within 72 hours of issue of this msg., your clearance shall be presumed and visa issued as per relevant instructions/ local checks.

\_\_\_\_\_  
Vice Consul (PV)

# Casto Travel, Inc.

## SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS

(Your Letterhead)

(Date)

Consulate General of \_\_\_\_\_  
Address

Attention: Visa Section

Dear Sir/Madam,

This letter is to confirm that Mr./Mrs./Miss. (full name), (state position with company, as well as length of employment), will be traveling to (city, country), for the purpose of (state specific nature of business). While in (city, country), his/her principal contact will be (name, address, phone and title). The arrival date in (country name) will be \_\_\_\_\_ and the departure date from (country name) will be \_\_\_\_\_. The length of stay will be (approximate length, date to date if known). While in (country), he / she will be staying at (name and address of hotel). **IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA, PLEASE STATE REQUEST HERE. (actual granting may be at the discretion of the consulate and depends on type of passport, the reciprocal relationship between the two countries and / or the frequency of travel to that country.)**

( Your company name here) hereby guarantees sufficient funds for his/her stay, as well as, round-trip air transportation and full medical insurance coverage. Please issue the appropriate visa.

Sincerely,

(Name and Title of person **other than the applicant** who can take responsibility for the contents of this letter)