



**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.

## **TOURIST (“L”) and Business (“F”) VISA REQUIREMENTS FOR PEOPLE’S REPUBLIC OF CHINA**

**PLEASE NOTE: ALL CHINA VISAS ARE ISSUED AT THE SOLE DISCRETION OF THE CONSULATES GENERAL OF CHINA OR EMBASSY. A VISA REQUEST MAY BE DENIED WITH NO EXPLANATION.**

**NORMAL PROCESSING TIME IS 6-8 WORKING DAYS**

### **TOURIST “L” VISA**

1. **VALID PASSPORT: Must have at least 6 months remaining validity.**
2. **APPLICATION FORM** completed and signed. For your convenience, you may complete the visa application form on your computer and print out for your live signature, or complete it by hand..
3. **1 CASTO COVERSHEET COMPLETED.** (This form may also be completed on your computer). **IMPORTANT:** Please note that you must be running the latest version of Adobe Acrobat Reader (Version 8) in order to properly view, fill and print the visa application form and the Casto Coversheet). To get this version click here: <http://www.adobe.com/products/acrobat/readstep2.html> (about 20MB download)
4. **1 PHOTO:** Must be a 2"x 2" passport type.
5. **IF YOU ARE VISITING FRIENDS OR FAMILY, YOU SHOULD PROVIDE CERTIFICATE OF KINSHIP (MARRIAGE, BIRTH CERTIFICATE OR OTHER) WHICH CAN BE WAIVED IF YOU ARE OF CHINESE ORIGIN.**
6. IF YOU ARE NOT A USA CITIZEN, PLEASE ALSO INCLUDE A COPY OF US IMMIGRATION DOCUMENTS THAT ENTITLE YOU TO WORK FOR AN EXTENDED PERIOD OF TIME IN THE US (eg GREEN CARD OR OTHER VALID LONG TERM USA VISA AND I-94).
7. **CONSULAR FEES:**

<u>PASSPORT TYPE</u>	<u>SINGLE ENTRY</u>	<u>DOUBLE ENTRY</u>	<u>6 MO. MULTIPLE</u>	<u>1 YEAR MULTIPLE</u>
<b>US Citizens Only</b>	\$140	\$140	\$140	\$140
<b>All Non US Citizens</b>	\$30	\$45	\$60	\$90

**Consulate Rush Fees: add \$20 for express next day; add \$30 for same day processing.**

**NOTE: Confirmed itinerary from travel agent or airline is required.**

**GROUP VISA FEES: \$120 AS OF 06/10/10 FOR US PASSPORT HOLDERS.**

- Casto can cover these fees for you and bill your credit card along with our service fees. Consulate does not accept personal checks or cash. Only credit card, money order or business check.

### **BUSINESS (“F”) VISA**

#### **Requirements 1,2,3,4,6 and 7 as above PLUS**

- ORIGINAL OR FAX COPY OF OFFICIAL INVITATION (VISA NOTIFICATION) REQUIRED FOR BUSINESS “F” VISA)
- INVITATION MUST COME FROM THE LOCAL MINISTRY OF FOREIGN AFFAIRS IN CHINA OR AUTHORIZED CHINESE UNITS.

For example, state commissions, provincial or municipal governments, or government authorized Chinese companies or institutions. A fax is acceptable and should be submitted with the visa application.

- **CONSULATE WILL ALSO ACCEPT IN LIEU OF OFFICIAL INVITATION: AN ORIGINAL LETTER FROM YOUR EMPLOYER ON COMPANY LETTERHEAD STATING THE EXACT DETAILED NATURE OF YOUR VISIT TO CHINA, NAME ADDRESS AND PHONE OF YOUR CONTACT IN CHINA AND STATEMENT THAT YOUR COMPANY WILL BE FINANCIALLY RESPONSIBLE FOR YOUR EXPENSES. SEE SAMPLE.**
- **LETTER TO BE ADDRESSED TO: Chinese Consulate 1450 Laguna St., San Francisco, CA 94115**
- **INVITATIONS FOR ONE YEAR MULTI ENTRY F VISAS MUST SPECIFICALLY BE STATED AS SUCH.**
- **SIX MONTH DOUBLE ENTRY VISA MAY BE ISSUED BY DEFAULT IF MULTI IS STILL NEEDED AND THE ABOVE REQUIREMENT IS NOT MET OR AT THE SOLE DISCRETION OF CONSULATE GENERAL OF CHINA.**

**FOR NON USA CITIZENS**

**IF YOU ARE NOT A USA CITIZEN, PLEASE ALSO INCLUDE A COPY OF US IMMIGRATION DOCUMENTS THAT ENTITLE YOU TO WORK FOR AN EXTENDED PERIOD OF TIME IN THE US (eg GREEN CARD OR OTHER VALID LONG TERM USA VISA AND I-94.**

**FOR HOLDERS OF TAIWANESE PASSPORT OR HONG KONG CERTIFICATE OF IDENTITY OR MACAO PASSPORT**  
**(APPLY FOR PRC TRAVEL PERMIT)**

1. PASSPORT MUST HAVE AT LEAST 6 MONTHS REMAINING VALIDITY + ONE COPY OF MAIN INFORMATION PAGE
2. ONE FORM COMPLETELY IN CHINESE- PLEASE CONTACT CASTO FOR THIS FORM
3. 2 STANDARD PASSPORT PHOTOS (PLAIN WHITE BACKGROUND 2"x2")
4. ACTUAL GREEN CARD + ONE COPY FRONT AND BACK
5. \$25 TRAVEL PERMIT BOOKLET FEE ( 4 WORKING DAYS PROCESS TIME)
6. PERSONAL APPEARANCE AT THE CONSULATE BY THE APPLICANT IS MANDATORY.

**For more visa information on China please visit:**  
**<http://www.chinaconsulatesf.org/eng/qianzhen/zqgz/default.htm>**

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# Casto Travel, Inc.

## SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS

(Your Letterhead)

(Date)

Embassy / Consulate General of China  
Address

Attention: Visa Section

Dear Sir/Madam,

(Here: please give a brief description of your company and what it actually provides in the way of goods or services)

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, DOUBLE OR SINGLE ENTRY VISA, PLEASE STATE REQUEST HERE**

**(actual granting may be at the discretion of the consulate and could depend 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)