



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
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.

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

BUSINESS “F” VISA for business meetings

1. **VALID PASSPORT**: Must have at least 6 months remaining validity and at least two blank VISA pages. Visas will not be affixed to an AMENDMENT page.
 2. **NEW VISA APPLICATION FORM V.2011A** completed and signed. For your convenience, you may complete the visa application form on your computer and print out for your live signature. [For complete step by step instruction in completing form V.2011A, click here.](#) ALL QUESTIONS MUST BE ANSWERED.
 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 (min.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 standard 2"x 2" passport type photo with plain white background taken within the last three months.
 5. **NON USA CITIZENS**-- PLEASE ALSO INCLUDE A COPY OF US IMMIGRATION DOCUMENTS THAT ENTITLE YOU TO WORK FOR AN EXTENDED PERIOD OF TIME IN THE US (ie: GREEN CARD OR OTHER VALID LONG TERM USA VISA AND I-94).
 6. **NEW SUPPLEMENTARY FORM V.2011B PART D MUST BE COMPLETED BY ALL NON USA CITIZENS.** [TO ACCESS FORM V.2011B, PLEASE CLICK HERE.](#)
- [For complete step by step instruction in completing form V.2011B, click here](#)
7. **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. ALL MULTIPLE ENTRY REQUESTS SHOULD BE STATED IN THE LETTER. PLEASE SEE SAMPLE.**
 8. **LETTER SHOULD BE SIGNED BY COMPANY EMPLOYEE OTHER THAN THE APPLICANT WITH THEIR TITLE STATED BELOW THEIR SIGNATURE.**

9. CONSULAR FEES:

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

Please allow normal processing of 6-8 business days the day we receive your documents

- **Consulate Rush Fees: Add \$20 for express 24-48 hours; Add \$30 for same day rush processing.**
- **NOTE: Confirmed itinerary from travel agent or airline is required for same day rush service.**

10. **Scan copies** of your completed and signed visa application with photo attached, passport main information page and all supporting documents to passport@casto.com for us to review **BEFORE** you ship your originals to us or request a courier pickup.

TOURIST “L” VISA for sightseeing, visiting relatives

1. **VALID PASSPORT:** Must have at least 6 months remaining validity.
2. **NEW VISA APPLICATION FORM V2011A** completed and signed. For your convenience, you may complete the visa application form on your computer and print out for your live signature. Consulate prefers double sided printout. . [For complete step by step instruction in completing form V.2011A, click here.](#) ALL QUESTIONS MUST BE ANSWERED.
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 (min.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 standard 2"x 2" passport type photo with plain white background taken within the last three months.
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. **NON USA CITIZENS**-- 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. **NEW SUPPLEMENTARY FORM V.2011B PART D MUST BE COMPLETED BY ALL NON USA CITIZENS. [TO ACCESS FORM V.2011B, PLEASE CLICK HERE.](#)**

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8. CONSULAR FEES:

PASSPORT TYPE	SINGLE ENTRY	DOUBLE ENTRY	6 MO. MULTIPLE	1 YEAR MULTIPLE
US Citizens Only	\$140	\$140	\$140	\$140
All Non US Citizens	\$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.

9. **Scan copies** of your completed and signed visa application with photo attached, passport main information page and all supporting documents to passport@casto.com for us to review BEFORE you ship your originals to us to request a courier pickup.

SPECIAL REQUIREMENTS TO ALL TAIWAN, HONG KONG SAR OR CI, MACAO SAR PASSPORT HOLDERS:

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. 3 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/zgqz/default.htm>

Forward passport and all documents to:

Casto Visa Passport Services

2560 N First Street Ste 150

San Jose, CA 95131

P: 408-553-4735

E: passport@casto.com

Your Company Letterhead

SAMPLE LETTER OF RESPONSIBILITY FOR BUSINESS VISAS

(Date)

Consulate General of People's Republic of China
1450 Laguina Street
San Francisco, CA
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)