



**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.

## **Business (“F”) and TOURIST (“L”) 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**

### **BUSINESS “F” VISA** for business meetings

1. **VALID PASSPORT:** Must have at least 6 months remaining validity.
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](#)
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. **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).
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:**

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

**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 for same day rush service.**

## **TOURIST “L” VISA** for sightseeing, visiting relatives

- **VALID PASSPORT:** Must have at least 6 months remaining validity.
- **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](#)
- **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)
- **1 PHOTO:** Must be a 2"x 2" passport type.
- **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.**
- **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).
- **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](#)

- **CONSULAR FEES:**

<b>PASSPORT TYPE</b>	<b>SINGLE ENTRY</b>	<b>DOUBLE ENTRY</b>	<b>6 MO. MULTIPLE</b>	<b>1 YEAR MULTIPLE</b>
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.

**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.

### **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>

# 中华人民共和国签证申请表

## Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).

### 一、个人信息 Section 1: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname :	1.2 性别 Sex	<input type="checkbox"/> 男 M	<b>照片 / Photo</b>  请将 1 张近期正面免冠、浅色背景的彩色护照照片粘贴于此。  Please affix one recent identical color photo ( full face, front view, unmounted and against a plain light background ).
	名 Given name :		<input type="checkbox"/> 女 F	
1.3 中文姓名 (如有, 请用汉字) Name in Chinese character (if applicable)				
1.4 别名或曾用名 Other names you are, or have been known by				
1.5 用本国语言书写的名字 Name in ethnic script				
1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality		
1.8 同时具有的国籍 Other nationality(ies)		1.9 出生日期 Date of birth (yyyy-mm-dd)		
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 当地身份证号码 Local ID card number		
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify): .....			
1.14 护照种类 Passport type	<input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or official <input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify): .....			
1.15 护照号码 Passport number		1.16 签发日期 Date of issue (yyyy-mm-dd)		
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 失效日期 Expiration date (yyyy-mm-dd)		
1.19 办理签证通常需要 4 个工作日。如需加急，请注明，但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express or rush service.		<input type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(2-3 个工作日) Express for 2-3 working days; <input type="checkbox"/> 特急 Rush for 1 working day.		

**二、赴华旅行信息 Section 2: Travel information**

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他(请说明) Other (Please specify): .....	
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次入境 (自申请日起3个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起3-6个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....	
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)		
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China	Days	
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	详细邮政地址 Detailed mailing address	
	电话 Phone number	
	1.	
	2.	
3.		
4.		
2.6 谁将承担往返中国及在中国的费用? Who will pay for your cost of travelling and living during your stay in China?	<input type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....	
2.7 在华期间有无医疗保险?如有, 请填写保险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.		
2.8 在华邀请、联系的单位名称、地址及电话 Name, address and phone number of your inviter or contact unit in China		
2.9 在华亲友、联系人的姓名、地址、电话 Name, address, phone number of your relative, friend or contact person in China		

**三、家庭、工作或学习信息 Section 3: Information about your family, work or study**

3.1 详细家庭邮政住址 Detailed home mailing address				
3.2 家庭电话 Home phone number		3.3 手机号码 Mobile phone number		
3.4 电子信箱 Email address				
3.5 工作单位或学校 Current employer or school	名称 Name			
	邮政地址 Mailing address			
	电话 Phone number			
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
3.7 紧急情况下的联系人 Contact person in case of emergency		3.8 电话号码 Contact person's phone number		

**四、其他情况 Section 4: Other information**

4.1 是否曾经访问过中国？如果是，请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.			
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是，请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.			
4.3 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任一种疾病 Are you affiliated with any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories infected by infectious diseases in the last 30 days?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。  
 If you select **Yes** to any questions from 4.3 to 4.7, please give details below.

**五、有关声明 Section 5: Relevant declaration**

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the *Supplementary Visa Application Form (Form V.2011B)* and submit with this application form.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

**六、签名 Section 6: Signature**

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。*I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct.*  
 6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。*I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.*

**→ 申请人签名** **日期**  
**Applicant's signature:** ..... **Date (yyyy-mm-dd):** .....

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years.

**七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:**

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct.  代填人签名 /Signature : ..... 日期/Date (yyyy-mm-dd): .....			

**以下仅供领事官员填写 Official use only**

签证种类		有效期		停留期	
审核人		日期		备注	

# Your Company Letterhead

## 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)