

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- One completed and signed visa application form, filled in online at <https://indian-visa.com/express/application/form>. (You may need to confirm a security exception to access the site.) Your signature must match that on your passport. If you would prefer to have a G3 Associate complete your application for you, please email India@g3visas.com to request our Concierge Service.
- Two passport-style (2"x2") photographs taken within the last 6 months, on photo paper and with a plain white background. Do not wear glasses in the photograph.
- Copy of a valid driver's license or utility bill showing your home address as listed on your application.
- Copy of flight itinerary

BUSINESS TRAVELERS must also include:

- A business letter from their U.S. company. This letter must explain the purpose of the trip and provide a financial guarantee, and specify the visa duration that is requested. For 5 year visa requests, the letter must explain why a 5 year visa is necessary, including the dates and descriptions of planned future meetings over at least the next three years. The letter must be on letterhead and have an original signature of a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the organization to be visited in India, specifying the visa duration requested. Faxes or scanned copies are acceptable.

MINORS UNDER AGE 18 must also include:

- Copy of your birth certificate showing both parents' names. Do not send the original document. If the birth certificate is not in English, it must be accompanied by a notarized translation.
- Copy of of the signature/photo pages of both parents' passports.

NOTES:

Non-US citizens and former Indian citizens should email India@g3visas.com for instructions before sending in visa requests. Additional applications may be required. Non-US citizens may have their processing times extended up to two weeks depending on nationality, and may be required to pay an additional \$20 reference fee. We recommend applying for a 6 month tourist visa for fastest processing.

Tourist visas allow only one entry into India in a two month period. If you plan to re-enter India, contact G3 to confirm requirements.

*5 Year visas are issued only at the discretion of the consulate. A shorter term visa may be substituted without refund.

**Business visas are available only to US Citizens and Permanent Residents (ARC holders). Non-US citizens who do not have Permanent Resident status may apply for tourist visas in the US, or can apply for a business visa in their country of citizenship.

Visa Transfers are available to transfer a valid Indian visa in a cancelled/expired passport into a valid passport. Please note that the same requirements apply to a visa transfer as apply to a new visa (e.g., a business visa transfer request must include the cancelled passport with visa, the application form, the two passport photos, a letter from the US company AND invitation letter, etc.).

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	4 Business Days	10 Business Days	15 Business Days
Tourist, 6 Month Multiple Entry	\$111.00	\$111.00	\$76.00
Tourist, 5 Year Multiple Entry*	N/A	\$196.00	\$176.00
Business, 1 Year Multiple Entry**	\$196.00	\$196.00	\$176.00
Business, 5 Year Multiple Entry**	N/A	\$276.00	\$256.00
Visa Transfer	\$41.00	\$41.00	\$41.00
Reference Fee for Non-US Citizens	Add \$20.00 to fees	Add \$20.00 to fees	Add \$20.00 to fees

G3 Processing Fees

Visa Type	4 Business Days	10 Business Days	15 Business Days
Tourist or Visa Transfer	\$115.00	\$90.00	\$70.00
Business**	\$140.00	\$100.00	\$80.00
Official (U.S. Government)	\$125.00	\$95.00	\$85.00



Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

Visa Order Form INDIA

Traveler Information

1. Traveler Name _____
 Date of Birth _____

2. Traveler Name _____
 Date of Birth _____

Travel Details

Date of US Departure: _____
 I must have my passport no later than: _____

Other visas or passport services requested:

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Contact Name: _____
 Company Name: _____
 Street Address: _____
 Apt. /Suite: _____
 City: _____
 State: _____ Zip Code: _____
 Home Phone: _____
 Office Phone: _____
 Mobile Phone: _____
 Contact Email: _____
Please provide an email address so we may send you shipping and status updates.

Return Shipping

Passports will be returned via Federal Express.

Select One:

- 3 Business Day Delivery \$16.00
- Standard Overnight Delivery \$25.00
- 8 AM Delivery** \$80.00
- Saturday Delivery** \$40.00
- Same Day Delivery** Please Call
- International Delivery** Please Call

***These services may not be available for all delivery locations.*

Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone call confirming package receipt in G3's office.
- Personal telephone calls confirming visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email and emergency page number.

An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 New York: 212.433.1356 Phone
 888.448.4727 Toll Free
 646.666.7670 Fax
NYC@g3visas.com

Attn: Visa Department
 60 East 42nd Street
 4th Floor, Suite 457
 New York, NY 10165

www.g3visas.com

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- Credit Card
- Check (company or certified)
- Approved Billing Terms

Billing, P.O., Project or Reference Code # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Concierge Level Service (Optional)	_____	x _____	= _____
Shipping Fee	_____		= _____
			Subtotal: _____
			Add 5% fee for credit card processing: _____
			Total Payment Enclosed: _____

For Payment Via Credit Card:

American Express, Discover, MasterCard and Visa only

Name as it appears on card: _____
 Account Number: _____
 Expiration Date: _____ Billing Zip Code: _____
 Security Code: _____
(Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature: _____

Introduction Screen

To begin your Indian visa application, visit <https://www.indian-visa.com/expedite/application/form>. You may need to confirm a security exception in order to access the application. On the first page, make note of the Application ID and temporary password on this screen. With the Application ID, temporary password, and your passport number, you will be able to continue working on an incomplete application or reprint an application. At the bottom of this screen, select the button that says “Yes, I agree to have a Visa Service Firm submit this application on my behalf,” then click the “Continue” button.

To continue working on an incomplete application, visit <https://www.indian-visa.com/expedite/application/continue>.

To reprint an application, visit <https://www.indian-visa.com/expedite/application/reprint>.

If you would prefer to have a G3 Visa Consultant complete your application to ensure accuracy and acceptability, please email India@g3visas.com to request our Concierge Service.

Visa Application - All questions must be answered. Check the following items carefully:

Your name must match the name on your passport exactly, even if you commonly go by another name. If your name has been legally changed, such as by marriage, and your passport has been amended to reflect your new name, type in the amended name listed in your passport; if your passport has not been amended, please type in your old name as listed in the passport.

Your signature on the application must closely match your signature on your passport.

Your **permanent address** must match the street address on your proof of residence (driver’s license or utility bill.) Do not list P.O. Box addresses on your application. If your driver’s license lists a **P.O. Box** address, you must also submit a copy of a utility bill showing your street address as listed on your application. **Exception:** if you are a **Non-US Citizen**, list your last address in your home country for permanent address, and the field for present address should match the US address on your proof of residence. **Business applicants** must ensure the employer’s address matches that on the business letter. Make sure to list **all of your telephone numbers**. If you do not have a work address or phone, list your home information.

Double check your **birth date**, **passport number**, and **dates of issue/expiry** to ensure that all numbers and dates have been entered correctly. The most common reasons for the rejection of an application are names, dates, and passport numbers that do not match the passport.

For **Places You Plan to Visit**, please list city names only.

The final questions on the application request the **contact information** of someone who can vouch for you. Both someone in the US and someone in India must be listed. The US reference must not reside at your home address. Business travelers must have the contact information for someone at the company in India that they will visit. For tourist applicants, either a private citizen in India or the name and address of an Indian hotel or travel company may be listed.

You will be given a chance to review and edit your answers before printing the application. If you are satisfied with the answers, scroll down to the bottom of the review page and click the “Continue” button. On the following screen, you will see your completed application as a PDF. **Print out and sign the application** and include it in your package to G3 Visas. **Make sure your signature matches the way you signed your passport.** Processing of your visa will not begin until your application, passport, and supporting documents are hand-carried in to the Indian Visa Office.

A sample visa application is attached. This application is for reference only, and is not valid for submission. If you have any difficulties with the application, please contact G3 Visas for assistance.



Embassy of India

Washington DC
Visa Application Form

This Application can be submitted only by a 3rd Party Firm.

STAPLE
TWO
PHOTOS
HERE

सत्यमेव जयते

Application ID: SAMPLE



FOR OFFICE USE ONLY

SAMPLE



USA000353610

1. FULL NAME: (First) (Middle) (Last)

2. LAST NAME AT BIRTH (IF DIFFERENT):

3. MARITAL STATUS: Married Unmarried

4. IF MARRIED GIVE MAIDEN NAME:

5. DATE OF BIRTH: dd/mm/yyyy 6. SEX: Male Female

7. PLACE OF BIRTH:

8. CURRENT NATIONALITY: By Birth By Naturalization

9. ARE YOU A PERMANENT/LONG TERM RESIDENT IN THE USA? Yes No

10. NATIONALITY AT BIRTH:

11. ANY NATIONALITY HELD PRESENT/PAST:

12. PRESENT ADDRESS:

(City) (State) (Zip) (Country)

13. PHONE Home: Work: Mobile:

14. PERMANENT ADDRESS:

(City) (State) (Zip) (Country)

15. PROFESSION: 16a. EMPLOYER'S NAME:

16b. EMPLOYER'S ADDRESS:

(City) (State) (Zip) (Country)

17. PASSPORT NUMBER: 18. VALID UNTIL: (dd/mm/yyyy)

19a. PASSPORT ISSUED AT: 19b. ISSUE DATE: (dd/mm/yyyy)

20. HAVE YOU OR YOUR PARENTS OR YOUR GRANDPARENTS EVER HELD THE NATIONALITY OF PAKISTAN?
Yes No If yes above, give details:

21a. FATHER NAME: 21b. FATHER NATIONALITY:

22a. SPOUSE NAME: 22b. SPOUSE NATIONALITY:

23a. MOTHER NAME: 23b. MOTHER NATIONALITY:

24. TYPE OF VISA REQUIRED: Tourist Business Student Entry Transit Journalist
Conference Employment Other

25. PLACES YOU PLAN TO VISIT:

26. PERIOD OF VISA: 15 Days Three Months Six Months One Year Five Years Ten Years

27. HAVE YOU EVER VISITED INDIA BEFORE? Yes No

28. IF YES ABOVE, GIVE DETAILS:

Address where you stayed:

Dates Stayed (dd/mm/yyyy): Visa Issued At:

Places Visited:

29. COUNTRIES VISITED IN THE LAST 10 YEARS:

30. HAVE YOU VISITED INDIA ON TOURIST VISA IN THE LAST 2 MONTHS? Yes No

31. HAVE YOU BEEN REFUSED AN INDIAN VISA OR EXTENSION OF THE SAME PREVIOUSLY?
 Yes No If yes above, give details:

32. ARE YOU HOLDING A VALID "NO OBJECTION TO RETURN TO INDIA" ENDORSEMENT?
 Yes No If yes above, give details:

31. OBJECT OF JOURNEY:

34. ARE YOU TRAVELING ON BEHALF OF A COMPANY Yes No
 If yes, give details:

35. EXPECTED DATE OF DEPARTURE FROM USA: dd/mm/yyyy

36. EXPECTED DATE OF ARRIVAL IN INDIA: dd/mm/yyyy 37. PORT OF ARRIVAL IN INDIA:

38. ARE ANY CHILDREN IN YOUR PASSPORT ACCOMPANYING YOU?
 Yes No If yes above, give details:

39. NAME, ADDRESS AND PHONE OF TWO REFERENCES:

(a) In India:		(b) In applicant's country:	
Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Phone:	<input type="text"/> Cell Phone: <input type="text"/>	Phone:	<input type="text"/> Cell Phone: <input type="text"/>

I, hereby undertake that I shall utilize my visit to India for the purpose for which the visa has been applied for and shall not, on arrival in India, try to obtain employment or set up business or extend my stay for any other purpose.

Place:

Date:

Signature of applicant
 If applicant is younger than 18 years old, application should be signed by both parents and/or guardians.

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2011

Consulate General of India
Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

Mr. Simmons will require a 5 year business multiple entry visa (**Please indicate the visa validity requested—6 months, 1 year or 5 years, and if requesting a 5 year visa, please indicate the reason for needing this duration of visa and proposed dates for future visits over the next three years**). Mr. Simmons is scheduled to make twice-yearly visits to India annually, with trips scheduled for December 2011, July 2012, December 2012, July 2013 and December 2013.

His agenda is to meet and discuss business with Mr. Hank Hartford at:
Promotions International
716 Conj. 1210
New Delhi, India 04111-00
Tel. 55.11.454.5635

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in India.

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Please have someone other than the applicant sign this letter.*)
Senior Vice President
East Coast Promotions, Inc.



Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationery*****

June 1, 2011

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons *(Insert your name)*, Vice President *(Insert your position)*, International Public Policy, East Coast Promotions, Inc. *(Insert the name of your company)* to visit *(Country you are traveling to)* on Monday, August 3 through August 17 *(Dates of your trip)*. During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford *(Insert Name of Contact)* at:

Company Name

Street Address

City, Country Zip code

Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(Country you are traveling to)*.

We request that you issue a *(insert type and duration of visa)* visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith

Executive Officer

Overseas Company, Inc.