

India Travel Business Visa Requirements Checklist

Please check off each item as you collect them and sign the bottom.

- You must have a valid and signed passport with at least 6-months remaining prior to expiring. You must also have at least 2-blank visa pages.
- You will need 2 passport sized photos (2"x2"). Pictures with glasses on will not be accepted.
- One completed and signed [online application](#). Please sign both pages. Do not print a 2-sided copy.
- Invitation letter from inviting company in India
- Letter of guarantee from sponsoring company in the USA. See next page for example.
- A copy of your flight/travel itinerary.
- A copy of your driver's license or utility bill. The address on your application MUST match the address on your license.
- Completed Particulars form

NOTES:

- If you are applying for a minor, we will need a copy of the child's birth certificate. Please call for additional requirements.
- For former India nationals, please call our office for additional requirements
- Please call our office for updated and current processing times.

8000 IH-10 West, Suite 920
San Antonio, TX 78230
210-375-7525

GLOBAL PASSPORT EXPRESS

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India Business*	Consulate Fee	Outsourcing fee	Global Passport Express Fee	Total
One Year	\$163.00	\$17.00	\$135.00	\$315.00
Five Year	\$273.00	\$17.00	\$135.00	\$425.00
Ten Year	\$273.00	\$17.00	\$135.00	\$425.00

*Processing is currently 7-14 Business days but is subject to change without notice.

Global Passport Express provides services on behalf of our clients and is not a government agency. The fees for services provided by Global Passport Express are charged to the client upfront. These fees are not based on whether the various government entities that we work with approve or decline your application. Global Passport Express is not responsible for and has no control over delays caused by any government agency and/or mail delivery service or any other third party that is used in the process. This includes errors and/or omissions by the client on any of the required documents that are required. Embassy/Consulate fees and timeframes are subject to change without notice and are beyond the control of Global Passport Express. These are the most accurate fees and timeframes available to us at this time. If there are any changes, we will advise our clients upfront during the initial conversation.

Signature: _____ Date: _____

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19-Jun-2012

Consulate General of India

Dear Sir/Madam:

On behalf of (Applicant's Full Name), we are submitting his valid passport and required visa application materials. We are requesting a Multiple Entry (5 Years) Business Visa for (Applicant's Full Name). He is an (Applicant's Job Title in USA) with (USA Company.)

(Applicant's Full Name) is planning a Business Visit to India with the following activities: [Business Activities in India (give details)] He will depart the U.S. on 06-Aug-2012 and will arrive in India on 7-Aug-2012. He will remain in India for approximately 18 days and plans to return 5 times during the validity of this visa. We would greatly appreciate any assistance you can provide us in expediting this process.

While in India, he will be contacting India Contact Name: of India Contact Company:. India Contact Name:'s address is India Contact Address: and the contact number is India Contact Phone:.

USA Company guarantees that Applicant's Full Name: will have adequate funds in his possession, as well as confirmed living accommodations and return transportation. USA Company also guarantees that he will not become dependent upon the Government of India in any way during the course of his visit.

Thank you for your kind assistance in this matter.

Sincerely,

Authorized Signature

Signer's Name: Authorized Signer's Name:
Signer's Title: Authorized Signer's Title:



Aug 18, 2011

Consulate of General India India Consulate
Houston

Dear Sir/Madam,

Patrick Tennis Academy, which is based in Anchorage, Alaska. Delhi has been setup as the International Tennis Association. The is funded by Maques Hilderbrand. We have been recommended by both the Better Business Bureau as well as USC Tennis. As part as our business development and constitutions with the Management Team in India, we need, Brent R Harris, operations manager of Patrick Tennis Academy to visit our facility in Delhi for periodic business and stratigic meetings. We would be grateful if you could grant him him a ten year multiple entry business visa to India. His stay in India will not exceed more thank one week at a time./

In order to accomplish this, we are inviting Brent R Harris to visit us in India. He will need to be with us in India for about one week from the second week in September 2011. He will return to the US immediately thereafter.

While in India, we will cover all of his expenses and if necessary, repatriate him at our cost.

If you have any questions, please do not hesitate to contact me at my number. Additionally if I am not available, please contact our Head- Human Resources. Kyle Bruswick (Tel # 91-00000-000-00)

Thank you, Sincerely,

Kyle Bruswick

Deputy Manager

Email: sample@aol.com Mob: 91-00000-000-00

ADDITIONAL PARTICULARS FORM (FOR VISA/OCI/PIO CARD SERVICES)

1. Name of applicant :
2. Passport Number and Nationality :
3. Please specify whether holding dual nationality. If yes, please provide name of countries and passport numbers :
4. Any previous Nationality held? If yes, specify :
5. Name of Spouse and current Nationality :
6. Any other Nationality previously held by spouse. If yes, please provide name of countries and passport numbers :
7. Has the applicant ever changed his/her name? If yes, specify details and submit appropriate documentation for the same :
8. Did the applicant or his/her parents or his/her grandparents ever hold the citizenship of Pakistan, Bangladesh, Afghanistan, Bhutan, China, Nepal or Sri Lanka at any point of time? If yes, please provide details :
9. Did the applicant work before or is currently working with Armed Forces/Police/Para-Military Forces/Government service. If yes, name of Organization, Designation, Place of Posting and Rank should be given :
10. Did the applicant ever hold official/diplomatic passport? If yes, specify details :
11. Current Employment status along with full details of employer :

12. Has the applicant been convicted for any criminal offense or is currently facing criminal charges in any court of law? If yes, specify details :

13. Has the applicant ever applied for asylum? If yes, specify details:

DECLARATION

I hereby declare that the above particulars are true. I also agree that in case any false information is given in the above form, appropriate action as per Government of India rules and regulations may be taken against me, including but not limited to revoking of issued Visa/OCI/PIO card and any other action as deemed fit by the Government of India or its agencies.

I am applying for a PIO card (strike off whichever not applicable) -

- (a) as a spouse of an Indian origin person
- (b) not as a spouse of Indian origin person.

In case of (a), I undertake to intimate the Consulate immediately about the dissolution of such marriage, if it occurs.

Date:

Place:

(Signature of the Applicant)

Please note: In case of minor child, both parents/legal guardian should sign the declaration