



STEP ONE: G3 Prepares Your Indian Visa Application

Due to the complexity of the online Indian Visa Application, all applicants are required to use G3's Concierge Service to have a G3 associate complete the online application. Email the following documents to India@g3visas.com:

- Completed India Visa Questionnaire (attached). You may save your answers on this file and email directly to G3. All questions must be answered in full in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid signed passport.
- A scan of your valid driver's license or a gas, water, or electric bill showing your name and home street address (no PO Boxes). Phone bills, cable bills, bank statements, or credit card statements are not accepted.
- Your completed Visa Order Form (attached).
- Business travelers must include a copy of their US business letter, letter of invitation from the Indian company, and a copy of the Indian company's Certificate of Incorporation.
- If you have previously visited India, send a scan of your most recent Indian visa.

G3 will email you a PDF of your completed application to print and sign, as well as a pre-paid FedEx airbill to send your documents to G3. Please allow 3 business days for your application to be completed after G3 has received all information. Rush service is available.

STEP TWO: Send the Following Documents to G3

- Your original valid signed passport, plus one photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- All forms sent to you by G3, printed and signed:
 - Your completed India visa application, printed on two sheets of paper and signed with a pen-to-paper signature on both pages; the signatures must match the signature in the passport.
 - The "Additional Particulars Form," signed on the second page with a pen-to-paper signature.
 - The "Declaration and Undertaking" form, signed on the third page with a pen-to-paper signature.
 - The "CKGS Disclaimer" form, signed with a pen-to-paper signature.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background). Do not wear glasses in the photograph.
- Copy of the valid driver's license or a gas, water, or electric bill showing your name and home street address (no PO Boxes).
- Copy of flight itinerary.

BUSINESS TRAVELERS must also include:

- A letter from the U.S. company explaining the purpose of the trip and providing a financial guarantee. The letter must specify the visa duration and number of entries requested. For 5 or 10 year visa requests, the letter must explain why a 5/10 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 company letterhead showing the company address and telephone number and must bear the original pen-to-paper signature of a representative of the company other than the applicant. A sample is attached.
- A letter of invitation from the company to be visited in India. The invitation must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, telephone number and email for a contact person at the overseas company. The requested visa duration and number of entries must be specified. Faxed or scanned copies are accepted; a sample is attached.
- A copy of the Indian company's Certificate of Incorporation.

MINORS UNDER AGE 18:

- Applicants under age 18 must submit additional documents; email India@g3visas.com for supplemental requirements.

NON-US CITIZENS:

- Non-US citizens must submit additional documents and forms; email India@g3visas.com for supplemental requirements.



There is No Substitute for Experience.

Concierge Service

G3's Concierge Service includes the following benefits:

Document Review: Email ConciergeDesk@g3visas.com for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

Accelerated Processing: G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

Expert Advice: Call our dedicated Concierge Service phone number: 202.600.4257, or email ConciergeDesk@g3visas.com for a quick response from the experts.

Real-Time Status Updates: Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

Return Delivery Confirmation: Your G3 associate will provide you with complete tracking information, and will track your package and follow up with you to confirm you have received it.

Emergency Support: You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

VISA NOTES

- These instructions are applicable for residents of Arkansas, Colorado, Kansas, Nebraska, New Mexico, Louisiana, Oklahoma, and Texas.
- 5/10 Year visas are issued only at the discretion of the consulate. The consulate may substitute a shorter term visa without refund.
- Non-US citizens and former Indian citizens should email India@g3visas.com for instructions before sending in visa requests.
- Non-US citizens may have their processing times extended up to three weeks depending on nationality. Mission Critical Processing is not available to Non-US citizens. Non-US citizens are required to provide an address in their home country.
- G3 is unable to provide visa services to applicants of Pakistani descent (applicants who were born in Pakistan, or who have a parent or grandparent born in Pakistan) as they must appear in person at the Visa Office.
- Visa Transfers are available to transfer a valid Indian visa in a cancelled/expired passport into a valid passport. 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.)

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 2425 West Loop South, Suite 310
 Houston, TX 77027
 866.945.8472 | Houston@g3visas.com

**HOUSTON
INDIA**

There is No Substitute for Experience.

Concierge Service (Required)

| | | | |
|---|----------|---|----------|
| <input type="checkbox"/> Concierge Service Application Completed and Emailed Within 3 Business Days | \$225.00 | <input type="checkbox"/> RUSH Concierge Service Application Completed and Emailed Next Business Day | \$325.00 |
|---|----------|---|----------|

Consular Fees for Visa Processing

| Visa Type | Mission Critical 10 Business Days | Priority 15 Business Days | Expedited 20 Business Days |
|---|--------------------------------------|-----------------------------------|-----------------------------------|
| Tourist 10 Year Multiple Entry | <input type="checkbox"/> \$140.00 | <input type="checkbox"/> \$140.00 | <input type="checkbox"/> \$140.00 |
| Business 1 Year Multiple Entry | <input type="checkbox"/> \$200.00 | <input type="checkbox"/> \$200.00 | <input type="checkbox"/> \$200.00 |
| Business 5 or 10 Year Multiple Entry | <input type="checkbox"/> \$310.00 | <input type="checkbox"/> \$310.00 | <input type="checkbox"/> \$310.00 |

G3 Service Fees

| | | | |
|----------|-----------------------------------|-----------------------------------|----------------------------------|
| Tourist | <input type="checkbox"/> \$219.00 | <input type="checkbox"/> \$169.00 | <input type="checkbox"/> \$99.00 |
| Business | <input type="checkbox"/> \$219.00 | <input type="checkbox"/> \$169.00 | <input type="checkbox"/> \$99.00 |

Return Delivery Service

- Your passport with completed visa will be shipped to you by the Indian Visa Office using FedEx or UPS.
- Return delivery fees are included in the Consular Fees listed above.
- G3 will provide you with tracking information for your return delivery, and will track your package and confirm your delivery.
- **Your passport will be shipped to the residential address listed on your visa application.** If you will not be able to receive your delivery at the home address listed on your visa application, please contact India@g3visas.com to discuss your options.

Send Completed Order Form and All Required Documents To:

G3 Global Services, Attn: Visa Department, 2425 West Loop South, Suite 310, Houston, TX 77027

713.574.1731 Phone | 866.945.8472 Toll Free | 866.611.6960 Fax | Houston@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 2425 West Loop South, Suite 310
 Houston, TX 77027
 866.945.8472 | Houston@g3visas.com

HOUSTON
INDIA

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Required

- Concierge Service, \$225.00**
Application Completed in 3 Business Days
- Rush Concierge Service, \$325.00**
Application Completed in 1 Business Day

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

| | FEE | # Travelers | TOTAL |
|--------------------------|----------------------|--|------------------------|
| Concierge Service Fee | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |
| Consular Fee | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |
| G3 Service Fee | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |
| Passport Protection Plan | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |
| | | Subtotal | <input type="text"/> |
| | | Add 5% for credit card convenience fee | <input type="text"/> |
| | | Total Payment Enclosed | <input type="text"/> |

Traveler Names

| | | | |
|---|----------------------|---|----------------------|
| 1 | <input type="text"/> | 3 | <input type="text"/> |
| 2 | <input type="text"/> | 4 | <input type="text"/> |

Visa Service

Visa Type: Tourist Business
 Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

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

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

ASSOCIATE NAME:

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

FOR OFFICE USE ONLY



Email the following to India@g3visas.com:

- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid passport.
- A scan of your Driver's License.
- Your completed Visa Order Form.
- Business and flight crew travelers should include copies of all business and invitation letters.
- If you have previously visited India, provide a scan of your most recent Indian visa.

Concierge Service Requested:

- Standard** (Application Completed in 3 Business Days) **Rush** (Application Completed in 1 Business Day)

YOUR PERSONAL INFORMATION:

Last Name: _____

First Name: _____

Middle Name: _____

If your name has legally changed, list your previous name(s) here: _____

Sex: Male Female

Date of Birth: ___ / ___ / ___
Day Month Year

Place of Birth: City: _____ State: _____

Country of Birth: USA Other: _____

National ID Number (Non-US Citizens only): _____

Religion _____

Visible Identification Marks (scars, tattoos): _____

Highest Educational Level Obtained:

- | | |
|---|---|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Some High School (did not complete 10th grade) |
| <input type="checkbox"/> Bachelors' Degree | <input type="checkbox"/> Some High School (completed 10th grade) |
| <input type="checkbox"/> Masters' Degree or Doctorate | <input type="checkbox"/> Child Younger than High School Age |
| <input type="checkbox"/> Professional Degree (law, medical, or other professional degree) | |
| <input type="checkbox"/> Other: _____ | |

Country of Citizenship: USA Other: _____

Citizenship Acquired By: Birth Naturalization

Previous Citizenship: None Other: _____

YOUR PASSPORT DETAILS:

Passport Number: _____

Issuing Authority/Place of Issue: US Department of State Other: _____

Date of Issue: ___ / ___ / ___ Date of Expiry: ___ / ___ / ___
Day Month Year Day Month Year

visaquestionnaire



VISA QUESTIONNAIRE INDIA

Do you hold any other valid passports? No Yes, details below:

Passport Number: _____

Issuing Authority/Place of Issue: US Department of State Other: _____

Date of Issue: ___/___/___ / ___/___/___ / ___/___/___
Day Month Year Day Month Year

Date of Expiry: ___/___/___ / ___/___/___ / ___/___/___
Day Month Year Day Month Year

YOUR CONTACT INFORMATION:

Home Address: _____

City: _____ State: _____ Zip Code: _____
This address must match the address on your Driver's License and must be a street address - NO PO BOXES. If a PO Box address is shown on your Driver's License, you must submit a gas, water, or electric bill in your name with a street address.

Is this your permanent address? Yes No, permanent address listed below:

Permanent Address: _____
Non-US citizens must list their most recent address in their home country here.

City: _____ State: _____ Zip Code: _____ Country: _____

Home Telephone: _____ Mobile Telephone: _____

Home Email: _____

YOUR FAMILY INFORMATION:

Your Father's Full Name (even if deceased): _____

Father's Place of Birth: City: _____ State: _____

Father's Country of Birth: USA Other: _____

Father's Citizenship: USA Other: _____ Previous Citizenship, if any: _____

Your Mother's Full Name (even if deceased): _____

Mother's Place of Birth: City: _____ State: _____

Mother's Country of Birth: USA Other: _____

Mother's Citizenship: USA Other: _____ Previous Citizenship, if any: _____

Your Marital Status: Married Unmarried (including single, divorced, or widowed)

If married, complete the following:

Your Spouse's Full Name: _____

Spouse's Citizenship: USA Other: _____ Previous Citizenship, if any: _____

Spouse's Place of Birth: City: _____ State: _____

Spouse's Country of Birth: USA Other: _____

Were any of your grandparents citizens or residents of Pakistan? No Yes (provide details below)



YOUR WORK INFORMATION:

Your Occupation: _____ Your Position: _____

Name of Employer or School: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Telephone: _____ Work Email: _____

Previous Occupation, if any: _____

Have you ever been a member of the military? No Yes (complete details below)

Country and Branch of Service (i.e. US Navy): _____

Specialization: _____

Highest Rank Obtained: _____

Service Location: City: _____ State: _____ Country: _____

YOUR TRAVEL TO INDIA:

Type of Visa Required: Tourist Conference, valid 3 months
 Business Flight Crew
 Employment - Indian Employer's EPFO Number: _____

For visas other than tourist or conference, select the requested validity of the visa:

1 Year 5 Years 10 Years

Validity is granted at consular discretion; a shorter validity may be issued without refund.

Are you applying for a new visa, or to transfer a valid visa from a cancelled passport to a new passport?

New Visa Visa Transfer

Expected Date of Arrival to India: ____ / ____ / ____
Day Month Year

Arrival City in India: _____ Exit City from India: _____

Other Indian Cities to be Visited: _____

Have you previously visited India? No Yes, details of most recent visit below:

Address of Hotel or Residence: _____

Cities Visited in India: _____

Indian Visa Number: _____ Issued By (consulate location, i.e. Washington, DC): _____

Type of Visa: Tourist Conference
 Business Employment
 Flight Crew Other: _____

When was your visa issued? ____ / ____ / ____
Day Month Year



VISA QUESTIONNAIRE INDIA

Have you ever been refused an Indian visa? No Yes, details below:

Please list the countries you have visited in the last ten years:-----

YOUR REFERENCE IN INDIA:

Tourists may list a reference at a hotel or tour agency in India. Business applicants must list a contact at the Indian company to be visited; Flight Crew applicants may use a reference at a handler or FBO.

Name of Person:----- (not required for tourists listing a hotel or tour agency)

Company Name:-----

Address:-----

Address:-----

Telephone:----- Email:-----

YOUR REFERENCE IN USA:

Your US reference may be someone who knows you personally or professionally, but may not be someone who lives with you.

Name of Person:-----

Company Name (if applicable):-----

Address:-----

City:----- State:----- Zip Code:-----

Telephone:----- Email:-----

VisaQuestionnaire



Sample Business Letter From U.S. Company

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

November 4, 2014

Consulate General of India
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your name*), International Sales Director (*insert your position*), Sample Products, Inc. (*insert the name of your company*), is planning a business trip to India on January 3 through January 11, 2015 (*dates of your trip*). During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards (*insert name of contact*) at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. (*insert company name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*country*).

He requests that you issue a multiple entry business visa valid for five years. (*Please specify the requested visa type and duration - 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, with future visits planned for April 2015, June 2015, February 2016, July 2016, and January 2017. I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(The letter must have an original ink signature of a manager other than the applicant.)

Sample Letter



Sample Business Invitation Letter from Overseas Company

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

November 4, 2014

Consulate General of India
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your name*), International Sales Director (*insert your position*), Sample Products, Inc. (*insert the name of your company*), is planning a business trip to India on January 3 through January 11, 2015 (*dates of your trip*). During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards (*insert name of contact*) at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. (*insert company name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*country*).

We request that you issue him a multiple entry business visa valid for five years. (*Please specify the requested visa type and duration.*) We appreciate your attention to this matter.

Sincerely,

James Ventura

James Ventura
Executive Officer
Overseas Company, Ltd.

Sample Letter