



### 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](mailto: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 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 company letterhead showing an address in IL, IN, IA, MI, MN, MO, ND, SD or WI, 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](mailto:India@g3visas.com) for supplemental requirements.

### NON-US CITIZENS:

- Non-US citizens must submit additional documents and forms; email [India@g3visas.com](mailto:India@g3visas.com) for supplemental requirements.



*There is No Substitute for Experience.*

### Concierge Service

#### G3's Concierge Service includes the following benefits:

**Document Pre-Check:** Email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a thorough review of your documents within one business day, 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 within three business days, in PDF format for you to print and sign with a pen-to-paper signature.

**Application Correction:** G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.

**Business Letter Creation:** G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.

**Inbound FedEx Airbill:** G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.

**Return Delivery Confirmation:** Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.

**Rush Concierge Service Upgrade:** On a tight deadline? Opt for Rush Concierge Service and have your visa application created and emailed to you within one business day.

### VISA NOTES

- These instructions are applicable for travelers with driver's licenses issued by Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, and Wisconsin.
- 5 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](mailto: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. Non-US citizens will be issued visas with a maximum 6 month validity. Mission Critical Processing is not available to Non-US citizens.
- Applicants of Indian origin will be required to submit copies of their parents' Indian passports.
- 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.

### 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](http://www.g3visas.com/Policies.html).

EssentialInfo



Send to: G3 Global Services  
 Attn: Visa Department  
 11 East Adams Street, Suite 1605  
 Chicago, IL 60603  
 800.830.8472 | Chicago@g3visas.com

CHICAGO  
 INDIA

*There is No Substitute for Experience.*

**Concierge Service (Required)**

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

**Consular Fees for Visa Processing**

| Visa Type                         | Mission Critical<br>10 Business Days | Priority<br>15 Business Days      | Expedited<br>20 Business Days     |
|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| Tourist<br>10 Year Multiple Entry | <input type="checkbox"/> \$140.00    | <input type="checkbox"/> \$140.00 | <input type="checkbox"/> \$140.00 |
| Business<br>1 Year Multiple Entry | <input type="checkbox"/> \$200.00    | <input type="checkbox"/> \$200.00 | <input type="checkbox"/> \$200.00 |
| Business<br>5 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](mailto:India@g3visas.com) to discuss your options.

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department,** 11 East Adams Street, Suite 1605, Chicago, IL 60603  
 312.704.8472 Phone | 800.830.8472 Toll Free | 312.704.8150 Fax | Chicago@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 11 East Adams Street, Suite 1605  
 Chicago, IL 60603  
 800.830.8472 | Chicago@g3visas.com

**CHICAGO  
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





# 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:-----

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## 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.\*\*\*\*\*

July 14, 2016

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 August 13 through August 21, 2016 (*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 October 2016, February 2017, July 2017, January 2018, and March 2018. 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.\*\*\*\*\*

July 14, 2016

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 August 13 through August 21, 2016 (*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