

US Passport Holders –Business Visa Checklist

- ✓ The documents in the Checklist are mandatory for your application to be processed.
- ✓ This list of documents is not exhaustive and is subject to change based on the requirements of the Indian Embassy / Consulate. Processing times *typically* ranges from 5-15 business days for US citizens, and can exceed 30 days for non US passport holders in some instances. Swift Passport Services does not have the ability to speed up processing times.
- ✓ The Indian Embassy / Consulate has the right to request additional documentation. They have the authority to issue a visa of lesser validity than you request, and will not refund the difference in consulate fee. In the event you decide to withdraw your application, the withdrawal process can take up to 72 hours.

	Document Checklist	Original Required	
1	1 copy of this 4 page checklist, ticked and signed by point of contact for order	Copy	<input type="checkbox"/>
2	Government Visa Application Form available Online. <ul style="list-style-type: none"> • Duly filled and signed. • Valid phone numbers and email addresses must be entered in the online application. If incorrect contact details are entered, it will cause a delay in processing of the application. 	Original	<input type="checkbox"/>
3	Invitation letter from the Company in India <ul style="list-style-type: none"> • On company letter head from the Company in India indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay. For format please refer to forms section. 	Copy	<input type="checkbox"/>
4	Letter from the Applicant's Company in the US <ul style="list-style-type: none"> • On company letter head from the Company in USA stating expenses will be paid for by the company& indicating nature of applicant's business, duration of stay, the validity of visa applied for, places and organisations to be visited during stay. For format please refer to forms section. 	Original	<input type="checkbox"/>
5	Letter of Incorporation/Business License from the Company in India	Copy	<input type="checkbox"/>
6	Additional Particulars Form <ul style="list-style-type: none"> • This must have signature of the applicant. • It is mandatory to answer all questions in Yes or No. Forms not filled completely or filled with N/A shall be put on hold as incomplete. 	Original	<input type="checkbox"/>

Checklist provided by CKGS with details added by Swift Passport Services to prevent delays in processing

9	Proof of Address Proof of address to match with present address as per application. Only one of the following: <ul style="list-style-type: none"> • Only State Issued - Driving license OR • Utility Bill - Water OR • Utility Bill - Electricity OR • Utility Bill - Gas OR • Valid lease signed by landlord and tenant 	Copy	<input type="checkbox"/>
10	Photograph <ul style="list-style-type: none"> • 1 Recent Passport photo • 2 inches by 2 inches on glossy paper showing front view of applicants face against white background. • Photographs not to be stapled 	Original	<input type="checkbox"/>
11	Current US Passport <ul style="list-style-type: none"> • Passport must have a minimum of 180 days validity • Two blank pages • Last two observation pages are not considered blank pages.. • Copy of the information page that contains the picture and basic details of the passport. 	Original Copy	<input type="checkbox"/>
12	For Chicago jurisdiction <ul style="list-style-type: none"> • For 5 / 10 duration visas, Indian Origin Applicants must submit Parent's previous or current Indian passport copies. 	Copy	<input type="checkbox"/>
13	Name change documentation (if applicable) <ul style="list-style-type: none"> • If your name in your Passport is different in any way from the name in the proof of address being furnished, a copy of ONE of the following documents must be provided <ul style="list-style-type: none"> Marriage Certificate showing the name change if the name was changed at marriage OR Official Court Order for the name change, OR Endorsement of name change during naturalization process 	Copy	<input type="checkbox"/>
14	Swift Passport Services Letter of Authorization <ul style="list-style-type: none"> • 1 signed letter of authorization 	Copy	<input type="checkbox"/>
15	Additional Requirements for Individuals of Indian, Sri Lankan, or Pakistani origin <ul style="list-style-type: none"> • Please refer to our website or call 877.917.9438 	Original	<input type="checkbox"/>

Checklist provided by CKGS and augmented with added detail by Swift Passport Services to prevent processing delays

Almost Done! Here are a few more details to check!

<input type="checkbox"/>	Are there original signatures on page 1 and 2 of your visa application, signed in black or blue ink?
<input type="checkbox"/>	Is your signature at the top of page 1 of your application completely inside the box?
<input type="checkbox"/>	Is your passport number, issue date, and expiration date entered correctly on your application? Is your email on the application?
<input type="checkbox"/>	On your application, does your name appear exactly as it does on your passport?
<input type="checkbox"/>	Do your present and permanent address on your application match the address on your driver's license or state ID? If not, do you have a power, water, or electric bill in your name showing the address?
<input type="checkbox"/>	Are all of the addresses on your application complete, listing street, city, state, and zip code? (zip code will not show up under your permanent address, that is OK!)
<input type="checkbox"/>	Does your printed application include a bar code at the bottom of page 1?
<input type="checkbox"/>	Does your company address match the address on your company letterhead on your US letter of intent?
<input type="checkbox"/>	Does the (Indian) inviter address match the address on your letter of invitation?
<input type="checkbox"/>	Did you specifically select, 12, 60, or 120-month visa validity on your application?
<input type="checkbox"/>	Does your letter of invitation AND your company letter of intent specifically request a 12, 60, or 120-month multiple entry business visa?

<input type="checkbox"/>	Do your letter of intent, letter of invitation, and application all request the same type of visa for the same validity?
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I understand that the India consulate reviews all of the details listed above, and that failure to meet all of these detail requirements may cause my visa service to be delayed or may cause my application to be rejected. I acknowledge all information listed above.

X _____ Date: _____

Signature of Applicant or
Person Preparing Application

