

## Emergency (Entry Visa) Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_____



**THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR ENTRY VISA. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.**

### IMPORTANT GUIDELINES

- ❖ **Please ensure that all data entries provided in your application match with your existing passport.** If not, please provide the supporting documentation.
- ❖ The applicant can only apply for 'Entry Visa' and not tourist visa.
- ❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at <http://visa.vfsglobal.com/usa/en/ind/attend-centre>
- ❖ Online applications are only accepted if filled out in the current year and within 180 days from the date of submission.
- ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form.
- ❖ **VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.**
- ❖ **THE EMBASSY/CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.**
- ❖ If applicant's occupation is "Journalist", he/she may only apply for a journalist visa, even if you intend to travel for tourism/ business/ medical/ Conference/Employment etc.

**Note: It may please be noted that incomplete /erroneous applications will be returned to the applicant for providing the missing/additional documents and re-submission of the full completed application. In certain cases, the Embassy may ask for further documentation or call the applicant for an in-person or telephonic interview**

**Emergency Visa service is only for US passports holders of Indian origin and their family members requiring to visit India for genuine family emergency such as critical illness or death of a family member and documentary evidence will need to be provided**

- ❖ *Purposes to Apply for An Emergency Service with documentary evidence such as letter from the hospital/death certificate, etc.*
  - For medical emergency in the immediate family
  - For unfortunate incident of loss of life
  - Wedding of self
- ❖ *Non - Acceptable Purposes to Apply for an Emergency Service*
  - Attending wedding of family and friends
  - Religious purposes
  - Family Reunion
  - Tourism purpose

### ❖ MANDATORY DOCUMENTS



**GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL (PLEASE SELECT ENTRY VISA)**

***Signature: All Minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application. Both parents must sign on page 2 of the***

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	<p><i>online application form below the minor's signature/thumb Impression.</i></p>
2	<p><b><u>PHOTOGRAPH &amp; SIGNATURE – ORIGINAL &amp; DIGITAL</u></b></p> <p><b>Physical photograph:</b> 01 photograph must be affixed on the application form &amp; should not be stapled. Physical and uploaded photograph must be identical. Photograph must be 2 X 2 Inches on glossy paper showing front view of applicant's face against white background</p> <p><b>Digital Photograph Requirements:</b> Upload a digital photograph Online on Govt. Portal. The digital photograph should meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Format JPEG</li> <li>• Size: Minimum 10 KB and Maximum 300 KB</li> <li>• The height and width of the Photo must be equal.</li> <li>• Photo should present Full face, front view, eyes open.</li> <li>• Center head within frame and present full head from top of hair to bottom of chin.</li> <li>• Background should be plain light colored or white background.</li> <li>• No shadows on the face or on the background.</li> <li>• Without borders.</li> <li>• Make sure that photo presents full head from top of hair to bottom of chin. Head should measure 1 inch to 1-3/8 inches (25mm to 35mm). Make sure eye height is between 1-1/8 inches to 1-3</li> <li>• Incorrect ( face downwards or sideways) uploaded photographs will be returned as these applications are considered as ineligible applications. Uploaded photograph face must be upward only.</li> <li>• For Detailed photograph Specifications – <a href="#">Please click here</a></li> </ul>
	<p><b><u>FEE PAYMENTS</u></b></p> <p>Application confirmation letter/ Payment confirmation is mandatory. Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to get the Application confirmation letter/ Payment confirmation. Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. <b>PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect information may lead to rejection of your application)</b></p> <p>To complete the questionnaire &amp; create a profile: <a href="#">Click here to proceed.</a></p> <p><b>NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY APPLICATION IS REGISTERED ON VFS SYSTEM.</b></p>
2	<p><b><u>PROOF OF ADDRESS – COPY</u></b></p> <p>Proof of address must match with the present address as per application: (any ONE of the below documents)</p> <ul style="list-style-type: none"> <li>- State Issued ID OR</li> <li>- Driving license OR</li> <li>- Utility Bill - Water (should be recent, no more than 3 months old) OR</li> </ul>

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	<ul style="list-style-type: none"> <li>- Utility Bill - Gas (should be recent, no more than 3 months old) OR</li> <li>- Utility Bill - Electricity (should be recent, no more than 3 months old) OR</li> <li>- Valid Lease Agreement OR</li> <li>- Mortgage OR</li> <li>- Income Tax return OR</li> <li>- For College/University Students living on campus in university housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice.</li> <li>- Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof.</li> <li>- In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above.</li> <li>- Hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and don't have the address proof or state ID.</li> </ul> <p>NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT ACCEPTABLE as valid Proof of address</p>
	<b>DOCUMENTARY PROOF OF EMERGENCY- COPY</b>
❏	<p><b><u>ADDITIONAL PARTICULAR FORM (ANNEXURE – A)– ORIGINAL &amp; MANDATORY</u></b></p> <p><i>This form is absolutely mandatory to be filled by applicant (even if customer is minor). Application will be kept on hold if this form is not submitted. <a href="#">Click here to download.</a></i></p>
❏	<p><b><u>PASSPORT – ORIGINAL AND PHOTOCOPIES</u></b></p> <p>Original as well as a copy of passport (biographical pages only). Passport should have minimum validity of six months and must have at least two blank pages.</p>
<b><u>DOCUMENTS – IF APPLICABLE</u></b>	
❏	<p><b><u>PROOF OF RENUNCIATION – COPY</u></b></p> <p><b><i>Proof of Renunciation of Indian Citizenship:</i></b></p> <ul style="list-style-type: none"> <li>• If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship along with your VISA application. One of the following MUST be produced as proof: -             <ul style="list-style-type: none"> <li>❖ Certificate of renunciation issued by the Embassy/Consulate of India OR</li> <li>❖ Deemed surrender certificate issued by the Embassy/Consulate of India Both - Cancelled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered <b>after May 2010</b></li> </ul> </li> </ul> <p>If you do not have the proof of renunciation then please <a href="#">apply for renunciation</a> before submitting the VISA application</p>
❏	<p><b><u>PROOF OF INDIAN ORIGIN- COPY</u></b></p> <ul style="list-style-type: none"> <li>• If the applicant was an Indian national: Indian passport of the applicant;</li> <li>• If the applicant is a child of an Indian national, Person of Indian Origin or OCI Cardholder: Birth certificate of the applicant together with Indian passport or OCI Card of either parent;</li> <li>• If the applicant is the 'Spouse of Foreign Origin' of an Indian national, Person of Indian Origin or OCI Cardholder: Marriage certificate of the applicant together with Indian passport or OCI Card of the spouse.</li> </ul>

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?	<p><b>ADDITIONAL DOCUMENTS FOR MINOR APPLICANTS</b></p> <ul style="list-style-type: none"> <li>Parental Authorization Form (Annexure-B) duly signed by both parents and notarized – Original; <b>Signature of Parents on Govt. Form, their passports and Parental authorization must be identical. Mismatch of signatures will result in delay in application processing or rejected without being processed.</b></li> <li>Birth certificate of minor applicant – Copy;</li> <li>Passports and Marriage Certificate of parents – Copy; and</li> <li>US visa status documents of non-US national parents – Copy. If Indian parents do not hold valid US visa status, an explanation for the same may be provided.</li> </ul>										
?	<p><b><u>PROOF OF PROPERTY IN INDIA (IF APPLICABLE)– COPY</u></b></p> <p>Non-Indian origin applicants already owning property in India will require to provide proof of property in India in the applicant's name</p>										
<b>FEES OR SHIPPING – APPLIES TO ALL</b>											
<input type="checkbox"/>	<p><b>FEE PAYMENTS &amp; COURIERS</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 20%;">Entry Visa Fee</th> <th style="width: 20%;">Emergency Fee</th> <th style="width: 20%;">ICWF</th> <th style="width: 20%;">VFS Service Fee</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>\$100</b></td> <td style="text-align: center;"><b>\$100*</b></td> <td style="text-align: center;"><b>\$3</b></td> <td style="text-align: center;"><b>\$15.90</b></td> <td style="text-align: center;"><b>\$218.90</b></td> </tr> </tbody> </table> <p style="color: red; font-weight: bold;">*EMERGENCY FEE OF \$100 DOES NOT APPLY IN CASE APPLICATIONS ARE SUBMITTED ON WEEKDAYS.</p> <p>If you would like to use VFS courier service for return of your <b>PASSPORT</b>, you will need to add USD 15 as courier charges to the total amount (USD 218.90) mentioned above. Hence total amount payable will be USD 233.90. Please note that the courier charges are not applicable where the applicant is picking up the passport in-person with prior appointment.</p> <p>Fees to be paid via Money order /Banker check in the favor of “VFS Services (USA) Inc. Personal checks are not accepted.</p> <p>If you prefer to use your own courier service, please submit a prepaid courier label and envelope with your application. If you choose this option, then your total amount payable will be USD 218.90.</p>	Entry Visa Fee	Emergency Fee	ICWF	VFS Service Fee	Total	<b>\$100</b>	<b>\$100*</b>	<b>\$3</b>	<b>\$15.90</b>	<b>\$218.90</b>
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?	<p><b>CHECKLIST</b></p> <p>1 Checklist (original) to be printed and enclosed with your application</p>										

**(Signature of the Applicant)**