

MANDATORY ORDER FORM

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

SECTION 1. CONTACT INFORMATION

NAME		TELEPHONE	
E-MAIL		E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice	

SECTION 2. TYPE OF VISA TO BE PROCESSED (COMPLETE MULTIPLE LINES IF APPLYING FOR MORE THAN ONE VISA)

VISA 1	 HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA	/ COST	 +
VISA 2	 HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA	/ COST	 +
VISA 3	 HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA	/ COST	 =

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

TOTAL VISA COST

SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

- ☐ **PICK-UP AT OFFICE - \$0**
- ☐ **PRE-PAID - \$0** RETURN ADDRESS: (IF PAYING FOR RETURN)
- ☐ **FEDEX OVERNIGHT US - \$30** ADD \$20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE
- ☐ **FEDEX OVERNIGHT CAN - \$50**
- ☐ **INTERNATIONAL - \$110+** SOME RURAL LOCATIONS COST MORE

Absolute latest date by which you must have your documents returned to you

RETURN SHIPPING

TOTAL RETURN COST

 RECIPIENT'S NAME		
 ADDRESS		
 CITY	 COUNTRY	 POST CODE
 THIRD PARTY PICKUP: PROVIDE NAME		

SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS

PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.

GRAND TOTAL AMOUNT

ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL

By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or what may be affected by processing times or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. Visa Center will charge \$50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

SIGNATURE

CURRENT DATE

ADD TOTAL VISA COST TO TOTAL RETURN COST

SMS (Text) Notifications Application Form

Last Name	
First Name	
Cell Phone Number	
Name of the provider (Bell, Rogers, etc.)	

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND E-MAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email info@visacenter.ca.**

Disclaimer and Terms and Conditions

1. The Short Messaging Service ('SMS') provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant 's mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant's mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person's mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant 's confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at www.VisaCenter.ca . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant's mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

I have read and understood the Disclaimer and the terms and conditions contained therein and agree to abide by the same.

Signature of the Visa Applicant: _____

Date: _____ **Place:** _____

REGISTRATION WITH US EMBASSIES

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

What is the registration?

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

OFFICIAL REGISTRATION IS RECOMMENDED for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

What should I do to register?

To register, you are required to fill-out short US Embassy Registration Request Form with your basic contact and travel information.

What is the cost?

The cost of **peace of mind** is just USD10.00 per person.

☐ *Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registration service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.*

Signature: _____ **Date:** _____

Next step:

→ Please, fill-out the following US Embassy Registration Request Form

US EMBASSY REGISTRATION REQUEST FORM

BASIC INFORMATION

FIRST NAME
LAST NAME
DATE OF BIRTH GENDER ☐ M / ☐ F
MONTH DAY YEAR
CITIZENSHIP

PASSPORT

PASSPORT NUMBER
PASSPORT DATE OF ISSUE
MONTH DAY YEAR
PASSPORT DATE OF EXPIRATION
MONTH DAY YEAR

HOME RESIDENCE

ADDRESS 1
ADDRESS 2
CITY STATE
ZIP CODE CONTACT EMAIL ADDRESS

DESTINATION INFORMATION

COUNTRY
PURPOSE OF VISIT
DESTINATION DATE OF ARRIVAL
MONTH DAY YEAR
DESTINATION DATE OF DEPARTURE
MONTH DAY YEAR
TYPE of RESIDENCE ☐ HOTEL ☐ HOME ☐ SCHOOL ☐ OTHER
ADDRESS at DESTINATION
 CITY
PHONE NUMBER AT DESTINATION

Note: If you have more than one destination please, provide details on a separate sheet of paper.

DATE:
MONTH DAY YEAR

SIGNATURE:

India Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	5 days
E-Visa multiple-entry valid for 365 days with max 180 days stay	\$ 150.00

*Above prices include Consular / Embassy fee, Visa Center fee and are valid for US passport holders applicants born in the USA. No other processing fees will be added. Processing timings indicated are only for US citizens born in US who personally submit their applications to Indian visa center.

INCLUDE THE FOLLOWING DOCUMENTS:

India Visa Requirements

- Original, signed United States passport with at least 6 months of remaining validity.
- 1. If you apply for **India E-Visa** then fill out on-line [E-VISA APPLICATION FORM \(VOA VISA FOR INDIA\)](#).

Indian E-VISA (TVOA - Visa on Arrival for India) can be obtained by the applicants whose sole objective of visiting India is recreation, sight seeing, casual visit to meet friends or relatives, short duration medical treatment or casual business visit and who apply with the following passports: **USA**, Canada, Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Brazil, Cambodia, Cayman Island, Chile, Cook Islands, Costa Rica, Djibouti, Dominica, Dominican Republic, Ecuador, El Salvador, Estonia, Fiji, Finland, France, Georgia, Germany, Grenada, Guyana, Haiti, Honduras, Indonesia, Israel, Japan, Jordan, Kenya, Kiribati, Laos, Latvia, Liechtenstein, Lithuania, Luxembourg, Marshall Islands, Mauritius, Mexico, Micronesia, Montenegro, Montserrat, Myanmar, Nauru, New Zealand, Nicaragua, Niue Island, Norway, Oman, Palau, Palestine, Papua New Guinea, Paraguay, Philippines, Republic of Korea, Republic of Macedonia, Russia, Saint Christopher and Nevis, Samoa, Singapore, Solomon Islands, Sri Lanka, Thailand, Tonga, Tuvalu, UAE, Ukraine, Vanuatu, Vatican City-Holy See, Vietnam. **Entry into India must be done through the following airports only:** Bangalore, Chennai, Cochin, Delhi, Goa, Hyderabad, Kolkata, Mumbai & Trivandrum. After issuance Indian e-visa will be emailed to the applicant.

2. All other categories of applicants must fill out and sign the following forms:

- a) On-line India visa application form. All fields are required to be filled. If something does not apply, put N/A. Please, use the following link: <https://indianvisaonline.gov.in/visa/index.html> to go to Indian visa on-line application form. The on-line form can not be edited once it has been printed. In case of an error the form must be re-done on-line. Note: The address for the reference in India must be complete with the phone number, city, sector, street, and six digit pin code. If staying at a hotel include the complete address and phone number of the hotel as it appears on their website. We recommend to [the manual on how to fill out Indian visa application form](#). IMPORTANT NOTE: \$20 surcharge will be applied to your total bill and processing timing will be extended by 2 days minimum if you use off-line form.
 - b) [India Tourist Visa Check-List](#).
 - c) [Consent Form for minor visa applicant](#) (if applicable).
 - d) [Order and Payment Form](#)
- One recent color passport size (about 2x2 inch) photo on glossy photo paper, showing full frontal view of the applicants face against a white background to be pasted on the application form. **Photo facility is available on-site - NYC, Washington DC. Please note that photos from photo booth or home-shot photos are not acceptable.**
 - Driver's license. Copy of driver's license, state issued ID, or major utility bill (Water, Gas,

Electric, Sewage), showing the applicant's name and current address. The address must not contain a PO Box.

If you are resident of: Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia and West Virginia, please send your documents to our Washington DC office. If you are resident of: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont, please send your documents to our NYC office.

- Marriage Certificate. If the applicant's name has changed as the result of marriage, a copy of the applicant's marriage license.
- Birth Certificate. A photocopy of the applicant's birth certificate. The birth certificate must be the "long form" certificate which shows the names and nationalities of the applicant's parents. Applicants born outside of the US who cannot obtain a copy of their birth certificate may submit a copy of an official document issued by Government authorities, provided it shows their personal particulars like name, date of birth, parents names, and nationality. Foreign language documents must be accompanied by a notarized English translation.
- Persons with dual citizenship, one of which is US, must apply with their US passports only. Applicants with other than US passports must provide the copy of the document confirming their current resident status in USA

- Additional required documents for minors under 18:

Birth certificate copy or any government issued document which shows parents name, date of birth and nationality.

US Born: Only birth certificates are accepted for applicants born in the US.

If the applicant is born abroad as a United States citizen, a copy of the Born Abroad certificate issued by the state department must be presented.

India Born: Those born in India can use their birth certificate, old Indian passport or school leaving certificate

All Others Citizens: The minor applicant not born in the US or India should submit a birth certificate or any government document from the country of origin that has parents name, date of birth and nationality. The documents must be translated into English and notarized.

A copy of the vital page(s) containing the picture and signature page of both parents signed passports

Visa applications for minors should have the applicant (minor) sign or print their names on the first page in the signature box under the photo. If the minor cannot sign or print his/her name a thumb print with black or blue ink must be placed in the signature box.

Note: Applications without the minors thumb print on the first page will not be accepted.

Visa applications for minors should contain both parents' signatures which have been duly notarized with a notary stamp and seal on the second page only, minors do not sign the second page of the application. Note: Applications without both parents' signatures will not be accepted

For child above 5 years, signature under the photograph is mandatory. Below 5 years, thumb print. Parents' signatures are not permissible

For Visa Application for a child (minor), the second page of the Application Form must be signed by both the parents and the same must be Notarized.

For people of Indian origin applying for a Visa (any category) or OCI, a copy of Renunciation Certificate / Surrender Certificate and a copy of Naturalization certificate (both the documents) is mandatory.

If there is a name change after or at the time of Naturalization, then Name Change Application, Name Change Deed along with the Court Order for such Name Change must be annexed with the documents.

- **Persons of Indian origin (born in India), Sri-Lanka or Pakistani origin even if they**

hold US or other passport as well as **Bangladesh** passport holders must apply in person to the Indian High Commission directly.

- **NOTE:** Want to check if you prepared your India visa application documents correctly? Click on the following link: http://www.visacenter.us/pdfdocs/visa_pre-screen_service_form.pdf and send us your file for quick evaluation.

India Business Visa Requirements (additionally to the requirements above)

- **Business Letter.** An ORIGINAL business letter from the sending company in the US. The letter should be printed on the company letterhead stationery, addressed to "The Consulate of India, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines: ? Briefly introduce the applicant (please specify employment status/position held in the company by applicant). ? State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in India. ? Specify the type and desired validity of the visa (ie. a one year multiple entry business visa). ? Guarantee of sufficient funds for travel.
- **Business Invitation.** A business invitation letter from the sponsoring company in India. The letter should be printed on company letterhead stationery, addressed to "The Consulate of India, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines: ? Briefly introduce the applicant (please specify employment status/position held in the company by applicant). ? State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in India. ? Specify the type and desired validity of the visa (ie. a one year multiple entry business visa).
- [Business visa to India check-list.](#)

22) Telephone Number and mobile number of applicant and sponsor in India :

Applicant Tel. _____ Mobile _____

Sponsor Tel. _____ Mobile _____

23) Approximate date of arrival in India _____

24) Approximate date of departure from India _____

25) Addresses of friends / relatives / places of stay during previous travel to India :

i) _____

ii) _____

iii) _____

26) Name and full address of two references :

IN THE COUNTRY OF APPLICANT :

i) _____

_____ Tel No. _____

ii) _____

_____ Tel No. _____

IN INDIA (Not required in case of Tourist/Transit Visa)

i) _____

_____ Tel No. _____

ii) _____

_____ Tel No. _____

27) I, _____ hereby undertake that I shall utilize my visit to India for the purpose for which visa has been applied and shall not on arrival in India, try to obtain employment or setup business or extend my stay for any other purpose, I fully understand that if any of the particulars furnished above are found to be incorrect or if any of the information is found to be withheld, the visa is liable to be cancelled at any time.

DECLARATION TO BE MADE BY APPLICANTS SEEKING TO STAY IN INDIA FOR MORE THAN 1 YEAR

"I hereby undertake that I shall subject myself to a medical test including for AIDS within one month of arrival in India. In case I am found positive for AIDS, I will leave India."

Place _____ Date _____

Tel : _____ (Res) _____ (Bus) _____ (Fax)

(Signature of the applicant)

If the applicant is under 18 years of age, photocopies of the passports of both parents must be attached with this application. Both parents must also sign this form in the space provided below signifying their consent to travel to India.

Mother

Father

**ADDITIONAL FORM TO BE FILLED BY NON-CANADIAN NATIONAL
ALONGWITH VISA APPLICATION FORM (IN BLOCK CAPITAL LETTERS ONLY)**

1. NAME : _____
2. NAME OF FATHER/SPOUSE : _____
3. PERMANENT ADDRESS : _____

4. PRESENT ADDRESS : _____

5. DATE & PLACE OF BIRTH : _____
6. PROFESSION : _____
7. NATIONALITY : _____
8. PASSPORT NUMBER : _____
9. DATE OF ISSUE : _____
10. PLACE OF ISSUE : _____
11. PURPOSE OF VISIT : _____