

US Passport Holders – Adult –Business Visa

- ✓ 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.
- ✓ The Indian Embassy / Consulate have the right to request for additional documentation.
- ✓ 2 copies of signed Checklist with the boxes ticked must be submitted with your documents

To make sure you receive our alerts / updates, add noreply.usa@ckgs.com to your white list / Approved / Safe Sender list.

Sr no	Mandatory Document Checklist	Original Required	
1	2 copies of Checklist to be printed, ticked and signed.	Original	<input type="checkbox"/>
2	Government Visa Application Form available Online. <ul style="list-style-type: none"> • Duly filled and signed. 	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. 	Original	<input type="checkbox"/>
4	Letter from the Applicant's Company in the US <ul style="list-style-type: none"> • Letter stating expenses will be paid for by the company, nature of business, duration of stay, validity of visa, organisation to be visited 	Original	<input type="checkbox"/>
5	Letter of Incorporation from the Company in India	Copy	<input type="checkbox"/>
6	Additional Particular Form <ul style="list-style-type: none"> • This must have signature of the applicant. For Chicago Jurisdiction <ul style="list-style-type: none"> • Additional Particulars form is non mandatory 	Original	<input type="checkbox"/>
7	CKGS Declaration and Undertaking Form <ul style="list-style-type: none"> • This must have signature of the applicant. 	Original	<input type="checkbox"/>
8	CKGS Disclaimer Form <ul style="list-style-type: none"> • This must have signature of the applicant. 	Original	<input type="checkbox"/>
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 	Copy	<input type="checkbox"/>

	<p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Valid lease signed by landlord and tenant 		
10	<p>Photograph</p> <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	<p>Current US Passport</p> <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	<p>Name change documentation, if applicable</p> <ul style="list-style-type: none"> For Former Indian nationals, if your name in your Indian Passport or Indian Government issued document is different in any way from the name in the US/Non-US Passport, 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Official Court Order for the name change, <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Endorsement of name change during naturalization process 	Copy	<input type="checkbox"/>
13	<p>Enclose copy of Online Payment Receipt (If applicable)</p> <ul style="list-style-type: none"> Only if payment is made online for Fees and any optional value added services like courier, SMS, etc. 	Copy	<input type="checkbox"/>
14	<p>Enclose Payment Instrument (If applicable)</p> <ul style="list-style-type: none"> Money Order / Cashier's Check / Bankers Check favoring "<i>Cox & Kings Global Services USA LLC</i>". 	Original	<input type="checkbox"/>
15	<p>For return of your documents</p> <ul style="list-style-type: none"> Enclose Proof of Payment of the CKGS Courier Service Charge <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Prepaid Envelope with AWB no # with service provider name. 	Copy Original	<input type="checkbox"/>
16	<p>IMPORTANT NOTE: If you ever held an Indian Passport, it is mandatory to provide proof of Renunciation of Indian Citizenship along with your Visa application. Please click here www.in.ckgs.us/renunciation.shtml for document checklist, forms and fees.</p>	Copy	<input type="checkbox"/>

✓ **We recommend that you purchase courier service from CKGS for an end to end delivery.**