

Stamping Instruction inside US

Due to the ongoing Covid-19 outbreak, the Visa Application Centre is only accepting applications for biometrics exempt applicants via the courier service offered by the VAC.

The Visa Application Centre is offering courier services at a discount of 10% on the courier prices listed in the pricing table on this website.

1. Shipping label.
 - a) Write to <mailto:vfsshoppinglabels@vfsglobal.com> from cognizant email id, to avail mandatory two-way courier shipping FedEx labels. Please ensure you attach the duly filled excel table. [Click here to download the file](#) (Location should be New York).- Select Application Type as "Original passport Submission"
 - b) On receipt of your email, Canada visa application center will be sending an online payment link to make the payment. Please expect to receive an online payment link in 24 business hours. Associate should pay on their own. For reimbursement, Associate should reach respective PM (Project Manager). Once PM approved, please raise reimbursement request in Travel Expense in 1C and include all receipts of expense, the concern team will reach you for further processing.
 - c) You will be required to make payment within 24 – 48 business hours.
 - d) Receive 2 way individual labels from the Canada visa application center.
2. Prepare your passport, valid passport request letter, and 2 copies of the TTS Consent form [<http://www.vfsglobal.ca/canada/usa/pdf/consent-form.pdf>] to the Visa Application Centre.
(include return shipping label with the package for each applicant)
Important: If a completed and signed TT Services Consent Form is not included with your application or passport submission, we will NOT be able to assist you and your application will be pending until the TT Services Consent Form is completed and submitted. We will attempt to contact you three times over ten business days to obtain the TT Services Consent Form, however if it is not received after these attempts your submission will be returned to you.
Please find the below instruction to fill the TTS consent form,
 - a. You must fill the Page 2 and 4.
 - b. Please make sure page 2 is printed.
 - c. This must be filled for you and your dependents, for your child you have to sign on behalf of him.
 - d. Since you are mailing the passport you no need to fill the 3rd page
 - e. For you and your spouse fill 4th page "Applicant wishing to provide Biometrics" field and for child please fill "Applicant Not wishing to provide biometrics" field.
3. The service charges includes the two-way shipping charges and package transmission fee for each applicant, it should be separate package.
4. Mail your documents and passport in a **sealed envelope to one of the following Visa Application Centers**. Track your delivery with the postal or courier company used to mail your application(s)

Canada Visa Application Centre 145 WEST 45th street, 4th floor New York, NY 10036