

Date:04/11/2024

Chicago  
Application Confirmation Letter

Number of Customers : 1

Application Details :			
Customer Name	Passport Number	Government Reference Number (ARN)	Application Category
MANSI KHANNA	N1258048	24-2005074732	Incomplete Re-Issue of Passport in case of Lost or Damage Passport Courier Label

Your application has been confirmed.

IMPORTANT GUIDELINES FOR SENDING YOUR COMPLETE APPLICATION/ MISSING DOCUMENTS\*

Chicago  
Suite 2075, 180 North Stetson Ave, 20th Floor, Chicago - 60601  
Illinois,  
United States of America,

\*Refer email notification for detailed instructions.

**GUIDELINES FOR SHIPPING SERVICE & ITS PACKAGING**

•VFS OFFERED COURIER SERVICE

- ❖ Please enclose only one application per package. Don't enclose multiple applications in the same package.
- ❖ If used VFS offered courier service, then max. weight limit per package should be less than 0.5 Lbs.
- ❖ Pick-up from home/ office service is not included if purchased UPS courier service from the VFS
- ❖ Do not use other than FedEx Pak or FedEx envelope while shipping your application to the VFS Indian Consular Application Centre. Additional charges will apply if any other type of packaging is used.
- ❖ Your return shipping address must match with the proof of address submitted as part of your application.

•USE YOUR OWN PRE-PAID LABELS

- ❖ FedEx pre-paid labels are not acceptable to return your documents.
- ❖ Don't send pre-paid labels or envelopes of UPS with the return address of UPS stores or Hold at the location. Your return address cannot be other than the one stated on the application form.
- ❖ We don't accept USPS pre-paid labels having expiry date limitation.
- ❖ You are responsible for tracking your package and schedule a pick up from the VFS Consular application Centre once documents are returned by the Embassy of India or Consulates.

VFS won't be responsible for any delays or damages if packages are in transit for inbound or outbound couriers.

ENVELOPES LISTED BELOW ARE **ACCEPTABLE** TO VFS INDIA CONSULAR APPLICATION CENTRE

			
<b>ENVELOPES LISTED BELOW ARE NOT ACCEPTABLE TO VFS INDIA CONSULAR APPLICATION CENTRE</b>			
			

## MONEY ORDERS/ BANKER'S CHECK

### GENERAL NOTES:

- If you opt to pay the fee by way of a Money order or Banker's check then it should be made in favor of VFS Services (USA) Inc. Any mistakes in name of the company will not be entertained. PERSONAL CHECKS ARE NOT ACCEPTABLE
- Our operations are impacted due to Covid-19. You are requested to refer to all the important news available on the home page of our website <https://visa.vfsglobal.com/usa/en/ind/>. Please track the status of your application online after sending your application to the VFS Indian Consular Application Centre for processing. Please contact us only, if you don't see any update on our online tracking system. To track the application, visit : <https://visa.vfsglobal.com/usa/en/ind/track-application>
- If you have not opted for VFS offered courier service then please ensure you must enclosed UPS pre-paid return label individually even if you are applying as a family or a group. Your application will be kept on-hold unless we receive return courier fee or return labels. Please do refer guidelines on shipping available in our website. You are responsible for scheduling pick-up of your documents from the VFS Indian Consular application Centre (s).
- Don't use wrong packaging of FedEx courier & ensure correct address is stated on the address labels. Your application will kept on Hold for using incorrect packaging. Any address correction charges levied by FedEx will be transferred to the customer.

### REFUNDS:

1. VFS Service Charges, VAS, Incoming courier Fees once paid wont be refundable even if you decide not to submit your application or fill another online application since you have made the mistakes.
2. The convenience fee once paid wont be refundable under any circumstances.
3. Chargebacks are not allowed.
4. If you decide not to submit your application then raise a refund request to get Consular fee + ICWF fee + outgoing courier fee. Processing time is 15 business.

**COURIER LABEL DOWNLOAD:** You are allowed to generate only incoming Incoming Courier label (from You to VFS). Note: Outgoing courier labels will be generated by VFS Indian Consular Application Centre & you will be getting tracking email notifications from FedEx.com..

**GENERATE COURIER LABEL :** YOU MUST USE GOVERNMENT REFERENCE NUMBER ONLY TO GENERATE THE COURIER LABEL. DON'T USE PASSPORT NUMBER OR EMAIL ADDRESS OR ANY OTHER COMBINATION TO GENERATE THE LABEL.

**Fees paid includes sales tax (if any)**

**CUSTOMERS APPLYING FOR NEW OCI APPLICATION MUST NOT SEND THEIR US / FOREIGN PASSPORTS ALONG WITH THEIR PHYSICAL APPLICATION.**

**GENERATE COURIER LABEL: YOU MUST USE GOVERNMENT REFERENCE NUMBER ONLY TO GENERATE THE COURIER LABEL. DON'T USE PASSPORT NUMBER OR EMAIL ADDRESS OR ANY OTHER COMBINATION TO GENERATE THE LABEL**

Payment Invoice

Transaction Date      04/11/2024 08:56:58 PM  
Transaction Id        C69VXFC3DJCBLX25  
Transaction Amount    USD 18.63

Payment Details						
MANSI KHANNA						
Service	Payment Mode	Payment Status	Units	Unit Price	Service Tax/VAT	Total
One Way Courier	Online Payment by Debit Card / Credit Card	Paid	1	18.00		18.00
						Sub Total : USD 18.00
Grand Total (Convenience Fee @ 3.50 %) : USD 18.63						

REFUNDS

- 1. VFS Service Charges, VAS, Incoming courier Fees once paid won't be refundable even if you decide not to submit your application or fill another online application since you have made the mistakes.
- 2. The convenience fee once paid won't be refundable under any circumstances.
- 3. Chargebacks are not allowed.
- 4. Chargeback fees will be recovered from the customers.

If you require any assistance, please contact us <https://services.vfsglobal.com/usa/en/ind/contact-us>

# photograph digitally



Thank you for completing the registration process on VFS Portal and on Govt. Portal. We appreciate your registration (s) and are delighted to introduce you to our digital photograph service, designed to make your experience even more convenient and hassle-free.

In line with the government's specifications, we understand the importance of submitting a high-quality photograph that meets all the necessary requirements. With our digital photograph service, you can ensure your photograph adheres to these specifications without the need to send a physical photograph.

## Here's how it works:

- ✔ Visit our website and navigate to the "Digital Photograph Service" section.
- ✔ By opting for our optional digital photograph service, you not only save time and effort but also ensure that your application process goes smoothly. Say goodbye to the hassle of printing and posting physical photographs, as we provide a reliable and convenient digital photograph solution.
- ✔ If you wish to avail of our digital photograph service, please visit our website and follow the steps. We are confident that you will find our service reliable, efficient, and in accordance with the government's specifications.

**CLICK ON QR CODE TO GET STARTED**

