

TOURIST VISA - UNITED STATES - MINOR

Sr No.	Original/Copy	Document	Instructions
1	01 Original	Checklist	<ul style="list-style-type: none"> • 1 Checklist to be printed. • The boxes must be ticked off against the required documents. • Confirm the number of documents which must be 'enclosed' in your envelope for CKGS.
2	01 Original	Online Visa Application Form (from Government of India website)	<ul style="list-style-type: none"> • Duly FILLED and SIGNED. <ul style="list-style-type: none"> (a) Thumb impression of the minor if less than 5 years of age in the box below the photograph on page 1. Signature of the minor if more than 5 years of age in the box below the photograph on page 1. (b) If the impression or signature is OUTSIDE of the box on page 1, the application will be REJECTED. (c) Thumb impression of the minor if less than 5 years of age or Signature of the minor if more than 5 years of age on page 2. (d) BOTH parents OR Legal Guardians to <u>SIGN 2nd page of application</u>. • The signature of the parents in the application and supportive documents has to match. • The signed pages should be duly NOTARIZED. • 1 Photograph. Paste the photo on page one on the relevant place on the online form. • Valid phone numbers and email addresses must be entered in the online application. • If incorrect contact details are entered, it will cause a delay in processing of the application.
3	01 Original	Parental Authorization Form for Minors	<ul style="list-style-type: none"> • This must have signature of BOTH the parents or the Legal Guardian must be NOTARIZED.
4	01 Copy	Proof of Birth	<ul style="list-style-type: none"> • Birth Certificate OR any other document from government of country of origin in English. • If the document is in any other language besides English, the document needs to be translated into English and it has to be notarized.

5	01 Copy	<p>Parents Valid Visa</p> <p>OR</p> <p>Application for Visa</p>	<ul style="list-style-type: none"> Copy of the parent's Valid Visa. Minimum 6 Months Validity If both the parents are travelling then copies of both the parents Valid Visa are required. OR Copy of the parent's Visa application. If both the parents are travelling then copies of both the parents Visa applications are required. OR If the Parents who are holding an Indian Passport do not hold a valid visa then self-attested copies stating their reason for not holding any valid US Visa is required
6	01 Copy	<p>a) If parents have US passports</p> <p>OR</p> <p>b) If parents have NON US passports</p>	<ul style="list-style-type: none"> US Passport copies of BOTH the parents are required. <ul style="list-style-type: none"> Copy of the information page that contains the picture and basic details. Copy of the endorsement / amendment pages. OR NON US Passport copies of BOTH the parents <ul style="list-style-type: none"> Copy of the information page that contains the picture and basic details. Copy of the endorsement / amendment pages. AND Permanent Residence OR Work Permit in US.
7	01 Copy	Single Parent	<ul style="list-style-type: none"> Copy of court document(s) proving you have a legal and physical custody of the child must be submitted with the child's application OR Copy of Death Certificate if one of the Parent is deceased
8	01 Original	Additional Particulars Form	<ul style="list-style-type: none"> Duly FILLED and SIGNED <ol style="list-style-type: none"> Thumb impression of the minor if less than 5 years of age in the signature box. Signature of the minor if more than 5 years of age in the signature box. BOTH the parents / Legal guardians must sign the form. It is mandatory to answer all questions as YES or NO. Forms not filled completely or filled with N/A shall be considered incorrect and application will not be processed.

9	01 Copy	Proof of Address	<p>Proof of address to match with present address as per application.</p> <p>ANY ONE Proof of Address from either of the parents OR a Legal guardian has to be submitted</p> <ul style="list-style-type: none"> • State Issued ID (with address) OR • Driving license (validity for at least 6 months pending) OR • Utility Bill - Water OR Electricity OR Gas (should be recent, no more than 3 months old) OR • Valid lease signed by landlord and tenant (No monthly lease documents allowed, only Year to Year) OR • Mortgage OR • Tax return • 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. <p>NOTE : Do NOT cut driver's license copy down to a smaller size</p> <p><u>Important:</u> PO BOX number is NOT ACCEPTABLE as valid Proof of address.</p>
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10	01 Original	Photograph	<ol style="list-style-type: none"> Applicants must not submit additional photographs than required. Photographs must be affixed. <ul style="list-style-type: none"> Photograph for Visa cannot be the same photograph that is already in your passport Recent Passport photo taken within the past 6 months, showing current appearance 2 inches by 2 inches size Photographs NOT to be stapled and must NOT be adhesive taped Must be in color. NO Scanned / Color printed photograph Must be against white background Must show full face, front view Must be taken in normal street attire. Photograph has to be an original and printed on GLOSSY PHOTO PAPER ONLY Uniforms should not be worn in photographs except religious attire that is worn daily. If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture. Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required. Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. Do not wear a hat or headgear that obscures the hair or hairline. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
11	01 Original 01 Copy	Current US Passport of Applicant	<ul style="list-style-type: none"> Applicants who have dual citizenship with the US and another country must apply only on their US passport if they are applying in USA. Actual original signed passport. The passport must be valid for 6 months from the proposed date of entry in India. The Passport must have at least 2 blank Visa pages available for India Visa stamp. Amendment pages in back of the passport are not suitable for Indian Visa. Passport / Pages must not be torn, separated, frayed or altered. Photocopy of passport pages that contain passport information and signature of the applicant.

12	01 Copy	Prepaid Envelope for assured dispatch of your documents (Applicable <i>only</i> if you are using <i>own</i> prepaid for return shipping)	<ul style="list-style-type: none"> • Provide a prepaid envelope with Shipment Number and Service Provider Name. • FedEx / USPS prepaid self-addressed envelopes / shipping labels will NOT be accepted by CKGS. • Do not bring handwritten return envelopes as they will NOT be accepted by CKGS. • Prepaid label with UPS Store address is not acceptable Kindly note that the prepaid label should match the proof of address document submitted
13	01 Original	Payment Instrument	<ul style="list-style-type: none"> • The Money Order / Cashier's Check / Banker's Check should be in favor of 'Cox & Kings Global Services USA LLC' <p>The payable amount should be as per the amount mentioned on the CKGS order form.</p> <p>Note: Personal checks are not allowed.</p>



IMPORTANT NOTES

- ✓ The Documents in the Checklist are mandatory for the application to be processed.
- ✓ The Indian Embassy / Consulates have the right to request for additional documentation.
- ✓ Missing document notification is sent by CKGS post verification of postal applications by CKGS.
- ✓ Original must be sent only when it is asked.
- ✓ 1 Copy of this checklist must be submitted with your documents.
- ✓ Applicants are advised that they **DO NOT** print the document on both the sides of the paper as "DOUBLE SIDED PRINTED DOCUMENTS ARE NOT ACCEPTED".
- ✓ Check the number of Documents required.
- ✓ CKGS Center will not be able to process your application in case details on the form do not match with the details on the US/Foreign passport.
 - ✓ Given name of the applicant must be exactly the same as stated (it may be a combination of first name and middle name) in the US/Foreign passport.
 - ✓ Surname of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Sex of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Date of birth of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Place of birth of the applicant must be exactly the same as stated in the US/Foreign passport. **For example** : If in US/ foreign passport the place of birth is stated as "**India**" then ensure on the government form it has to be India only.
 - ✓ Date of issue of passport of the applicant must be exactly the same as stated in the US/Foreign passport.
 - ✓ Passport number of the applicant must be exactly the same as stated the US/Foreign passport.
 - ✓ Place of issue of US passport must be USDOS (in case of US passport holders). Foreign passport holders use place of issue exactly as stated in their passport.
 - ✓ Father, Mother and spouse name (if any) must be exactly the same as stated in the supporting document. No abbreviation or additions/deletions are allowed.