



United States Department of State

Washington, D.C. 20520

www.state.gov

March 25, 2016

UNCLASSIFIEDMEMORANDUM FOR ALL DEPARTMENT AND AGENCY
EXECUTIVE SECRETARIES

SUBJECT: New Indian Visa Requirement

Effective April 1, 2016, the Government of India will require all persons traveling on official business with a U.S. diplomatic or official passport to present an original diplomatic note with their visa applications. The Department of State's Special Issuance Agency (SIA) will continue to support U.S. government official travelers as described below.

Individuals applying for Indian visas must provide the information referenced in the attached form to SIA, which will use that information to generate the required diplomatic note. A fillable version of this form will be available on SIA's website at <https://travel.state.gov/content/sia/en.html>. Department of State employees, for whom SIA provides full application support, should review SIA's website for guidance.

Other federal agency employees, for whom SIA has provided a hand-carry letter, should complete the fillable form on SIA's website and e-mail the form to CA-PPT-SIA-Visa-Letters@state.gov. Incomplete forms may delay processing. Completed diplomatic notes will be available for pick-up at SIA, generally within two business days of SIA's receipt of the request and completed form. SIA's public counter is open Monday through Friday, 9:00 a.m. to 4:00 p.m. at 600 19th Street NW, South Entrance, Washington, DC 20006.

If you have any questions, please contact SIA's Visa Unit at CA-PPT-SIA-Visa-Unit@state.gov.

A handwritten signature in blue ink, appearing to read "Joe Macmanus".

Joseph E. Macmanus
Executive Secretary

Attachment:

Indian Visa Questionnaire

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Information Required for Indian Official and Diplomatic Visa Request

- i. Name and date of birth:
- ii. Position and title:
- iii. Is this a new position or replacement (with details of person being replaced):
- iv. Place of assignment or visit:
- v. Travel date and anticipated length of stay or visit in India:
- vi. Purpose of travel:
- vii. Invitation letter from sponsoring organization in India (if any):
- viii. Description of duties:
- ix. Type of visa requested (Diplomatic or Official):
- x. Details of prior visits to India:
- xi. Information about any other nationality, if held:
- xii. The names, relationships, and dates of birth of any dependents and other members of household who will be accompanying or joining the principal:

Passport Number

Date Passport Issued

Date Passport Expires
