

VERIFICATION LETTER FORMAT

(PREPARE ON COMPANY LETTERHEAD/KOP SURAT)

Application Serial Number: [provide unique code]
Agency Code: [provide four letter abbreviation for agency]
Date [month/day/year]

The Honorable Consul
Non-Immigrant Visa Section
Embassy of the United States of America
Jl. Medan Merdeka Selatan 4-5
Jakarta

Dear Sir or Madam:

I am writing to request the issuance/renewal of a C1/D multiple entry visa for our crew mentioned below who will be joining the following vessel.

Name of Crew Member :
Position of Crew Member :
Date and Place of Birth of Crew Member :
Seaman Book No./Validity :
Prior U.S. Visa Type(s), Date/Place of Issuance :

Name of Vessel: **Type of Vessel:**
Flag of Registry: **Gross Tonnage:**

Port of Embarkation: **Port of Entry:**
Joining Date: **Entry Date:**

U.S. Agent:	Name	Principal:	Name
	Address		Address
	Phone Number		Phone Number
	Fax Number		Fax Number
	Contact Person		Contact Person
	Email Address		Email Address

Attached please find a complete itinerary for this ship, including dates for all ports visited in the past 12 months, and projected dates for all ports to be visited in the next 6 months.

In the event the crew member is refused entry at the final destination, we guarantee to shoulder all repatriation expenses. We will take full responsibility for any violation he/she might commit.

Thank you for your consideration of this request.

Respectfully yours,
Signature
Printed name, position, company name

S A M P L E

VERIFICATION LETTER

Application Serial Number: SMPL/2007/II/25/012/41
Agency Code: SMPL

February 25, 2007

The Honorable Consul
Non-Immigrant Visa Section
Embassy of the United States of America
Jl. Medan Merdeka Selatan 4-5
Jakarta

Dear Sir or Madam:

I am writing to request the issuance / ~~renewal~~ of a C1/D multiple-entry visa for our seafarer mentioned below who will be joining this vessel.

Name of Crew Member : John Doe
Position of Crew Member : Seaman AB - Oiler
Date and Place of Birth of Crew Member : 10 April 1981 / Bogor, Jawa Barat
Seaman Book No./Validity : P055570 / 23 Feb 2009
Prior U.S. Visa(s), Date/Place of issuance : C1D issued 19 Jan 2003 / Jakarta

Name of Vessel: GTS Infinity **Type of Vessel:** Passenger
Flag of Registry: Bahamas **Gross Tonnage:** 91 000

Port of Embarkation: Vancouver, Canada **Port of Entry:** Seattle WA
Joining Date: 08 April 2007 **Entry Date:** 19 April 2010

U.S. Agent: **Company Name :**
 Address :
 Phone Number :
 Fax Number :
 Contact Person :
 Email Address :

Principal: **Company Name :**
 Address :
 Phone Number :
 Fax Number :
 Contact Person :
 Email Address :

Attached please find a complete itinerary for this ship, including dates for all ports visited in the past 12 months, and projected dates for all ports to be visited in the next 6 months.

In the event the seafarer is refused entry at the final destination, we guarantee to shoulder all repatriation expenses as well as take full responsibility for any violation he/she might commit.

Thank you for your consideration of this request.

Respectfully yours,

John Smith
Mr. John Smith, President, Crewing Agency