

## 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:**

<b>U.S. Agent:</b>	Name	<b>Principal:</b>	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:  
Agency Code:

SMPL/2007/II/25/012/41  
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.

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

<b>Name of Vessel:</b>	GTS Infinity	<b>Type of Vessel:</b>	Passenger
<b>Flag of Registry:</b>	Bahamas	<b>Gross Tonnage:</b>	91 000

<b>Port of Embarkation:</b>	Vancouver, Canada	<b>Port of Entry:</b>	Seattle WA
<b>Joining Date:</b>	08 April 2007	<b>Entry Date:</b>	19 April 2010

**U.S. Agent:**

<b>Company Name :</b>
<b>Address :</b>
<b>Phone Number :</b>
<b>Fax Number :</b>
<b>Contact Person :</b>
<b>Email Address :</b>

**Principal:**

<b>Company Name :</b>
<b>Address :</b>
<b>Phone Number :</b>
<b>Fax Number :</b>
<b>Contact Person :</b>
<b>Email Address :</b>

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