IMAM AL-KHOEI **PRE-HAJJ APPLICATION**

"And proclaim to the people the Hajj; they will come to you on foot and on every lean camel;

they will come from every distant pass" ~ Holy Quran Surah Al Hajj

Dear Brother/Sister,

Salamu Aalakum Wa RehmatAllah W Barakatu,

We would like to thank you for considering the Imam Al-Khoei Hajj Division as your guide during this spiritual journey. Below you will find information about the "Pre- Hajj Application Package" arranged by our center to make your Hajj application process as smooth as possible.

Imam Al-Khoei Islamic Center recognizes that Hajj is the most important journey you will undertake fulfilling the third branch of Islam. However it is also a very difficult undertaking and is a test of endurance both physically and spiritually. But these difficulties fade away in the face of the reward you have been promised by Allah SWT.

Keeping these hardships in mind, the Imam Al-Khoei Hajj Division strives to provide outstanding religious instruction and spiritual guidance to our pilgrims by arranging scholars conversant in Arabic, English, Farsi and Urdu to religiously guide and instruct all pilgrims throughout the journey.

To simplify the pre-hajj formalities we have put together a "Pre-Hajj Package":

1. Please see the checklist on page two.

2. Once your checklist has been completed please forward the package to :

Imam Al-Khoei Hajj & Umrah Division

89-89 Van Wyck Expressway

Jamaica, NY 11435

Should you have any questions or concerns please get in touch with us.

May Allah SWT bless you

Waasalaam,

**IMAM AL-KHOEI HAJJ/UMRAH CHECKLIST**

**ALL APPLICANTS**

* Completed **"Registration Form"** (See Page 3)
* **U.S. Citizens:** Original passport - valid for at least **6 MONTHS** (with at least 2 blank

pages)

* **Non-U.S. Citizens:** Original passport - valid for at least **6 MONTHS** (with at least 2

blank pages) **AND** a clear copy of the front & back of GreenCard

* **Prepaid Trackable** Return Envelope: To return your passport, ticket, and Hajj packet.
* **FOUR** passport-size photos.
* Vaccination certificate for **Meningitis** shot.
* If you are carrying a **non-Muslim name :** Completed **"Proof of Conversion to Islam"**

(See Page 4)

* **Deposit** : A minimum of **$4,000** deposit will reserve your spot for the trip, however, the remaining amount is due no later than **60 days** before travel.

**FOR LADIES ONLY**

* For **SINGLE** women traveling alone **(OVER 45) - Page 5** is required to be signed by

the Mahram\* and **must be NOTARIZED**

* For **MARRIED** women traveling alone **(OVER 45**) - **Page 5** is required to be signed by

the Mahram\* and **must be NOTARIZED**

* For Females holding a **Different Last Name** than the Mahram\* - **Proof of Relation** is

required (Marriage Certificate, Birth Certificate, etc.)

* **\*Mahram - Is a Father, Husband, Brother, Uncle, Grandfather, Son (18+)**

please contact us with any additional questions and/or concerns.

**IMAM AL-KHOEI HAJJ REGISTRATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | | | | | | |
| How did you hear about us (Please mark one and name the source): | | | | | | | | | | |
| ❑ Newspaper ❑ Television ❑ Internet ❑ Reference | | | | Name of Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **INFORMATION ON APPLICANT** | | | | | | | | | | |
| Surname: | First Name: | | | Father’s Name: | | | Mother’s Name: | | | |
|  |  | | |  | | |  | | | |
| Street Address: | | | | Place of Birth: | | | Date of Birth: | | | Occupation: |
|  | | | |  | | | / / | | |  |
| Apt / P. O. Box: | City: | | | State: | | Zip Code: | Home Phone No: | | | |
|  |  | | |  | |  | ( ) - | | | |
| Work Phone No: | | | Cell Phone No: | | | | | Email Address: | | |
| ( ) - | | | ( ) - | | | | |  | | |
| **PASSPORT INFORMATION** | | | | | | | | | | |
| Passport No: | Date of Issue: | | | Issued at:: | | | | Date of Expiry: | | |
|  | / / | | |  | | | | / / | | |
| Name as it appears on Passport: | | | | Previous Nationality: | | | | Present Nationality: | | |
|  | | | |  | | | |  | | |
| Have you visited Saudi Arabia before? | | Type of visit: | | | When: | | | | Where: | |
| ❑ Yes ❑ No | |  | | |  | | | |  | |

**Liability and Responsibility:** The responsibility of Al-Khoei Benevolent Foundation, hereinafter called ABF (who will assist and guide Muslims to perform the Holy Hajj, and Ziyarat the correct way) or their agents is limited. They act only as agents for the Hajjis and Zuwars in making arrangements for the airlines, hotels, buses, or any other services in connection with the performance of Hajj, or Ziyarat and assume no liability whatsoever for injury, damage, loss, accident, delay, cancellations or irregularity which may be occasioned either by reason of defect, through the acts or defaults of any company or person engaged in conveying the Hajjis or Zuwars or in carrying out the arrangements of the Hajj, and Ziyarat trips, or as a direct or indirect result of acts of God, dangers incident to the air, fire, breakdown in machinery or equipment, acts of governments or other authorities de jure or de facto, wars, whether declared or not, hostilities, civil, disturbances, strikes, riots, theft, pilferage, epidemics, quarantines, medical or customs regulations, or from any causes beyond ABF’s control, or from any loss or damage resulting from improper passports, visas or other documents. ABF will accept no responsibility for loss or additional expenses due to delay or changes in schedule or other causes and ABF shall not be liable or responsible for any inconvenience, loss, damage or injury arising in connection with such services. ABF will not be responsible for the failure to follow instructions, including but not limited to check-in and checkout times and baggage handling. In the event of delay, it is the responsibility of the airline to determine exactly what procedure will be followed. The policy chosen by that carrier shall be based on their procedure and shall not be the responsibility of ABF and its affiliates who will not be responsible for any person(s) missing any part of the Hajj, or Ziyarat, negligence or delay or absenteeism at any time during the Hajj, or Ziyarat trips and will not be responsible for any additional expenses for the participant to rejoin the trip. Moreover, no changes or upgrade in the program will be honored after departure nor will any refunds be given for any service rendered not utilized.

By agreeing to travel with ABF, I understand that the group has to obtain visas for the same. I agree to hold harmless the group, should it not be able to obtain the visa. I also understand that the group needs to make deposit the advance for airline, hotel & other reservations and do hereby agree that any deposit refunded, due to the inability to go for Hajj, will be less any of the deposits paid by the group and not refunded to the group.

I have read and fully understand the “Liability and Responsibility” as printed above and agree to the terms and conditions stated therein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_Date

|  |  |  |  |
| --- | --- | --- | --- |
| **FOLLOWING SECTION IS FOR OFFICE USE ONLY** | | | |
| ❑ Payment Received: $ | ❑ Registration Form | ❑ Original Passport | ❑ ACYW135 Certificate |
| ❑ Check ❑ Money Order ❑ Cash | ❑ Cashier Checks | ❑ No Objection Certificate |  |
| ❑ Payment Received: $ | ❑ Four Passport Size Photographs | ❑ Mahram Certificate |  |
| ❑ Check ❑ Money Order ❑ Cash | ❑ Photocopy of Passport and Green Card | ❑ Meningitis Certificate |  |

**PROOF OF CONVERSION TO ISLAM**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern,

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has publicly declared that "Nothing deserves worship except Allah, and Prophet Muhammad is his messenger” and therefore is a converted Muslim, and an active member.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Masjid Imam or Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Male Family Members Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness

**NOTARIZED MAHRAM LETTER**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Relationship)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (Lady's Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have permitted her to Hajj/Umrah this year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mahram's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lady's Signature