



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## VISA FOR UNITED KINGDOM NATIONALS

- Regent Visas Order Form:
  - You will find this in our document pack.
- Visa form
  - Completed one by hand in black ink. The photo should be attached by paper clip.
  - You will find this in our document pack.
- Flight itinerary
- Copy of photo details page from Passport.
  - Must be valid for at least 6 months when applying.
- Photograph
  - 1 photo of photo booth quality on an off whitish background. It cannot be fixed to the visa form.
- Hotel confirmation.
- Travel insurance
- UK company support letter
- Passport with a least 2 months validity beyond exit date.
- Single entry visas are valid up to 30 days stay
- Important information:
  - You cannot fly from the USA to Cuba or visa-versa

# REGENT VISAS ORDER FORM



## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.      Visa type      Visa service type      Date of travel      Documents required by

### DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

### PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

- VISA
- VISA DEBIT
- MAESTRO
- MASTER CARD
- AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

By signing below I agree that Regent Visas Ltd, will not be held liable for any delays or losses due to third parties actions incurred from the point of receipt of documents to us and including the return of documents to our agents. Also to give our instructions to the courier to deliver to your credit/debit card.

PRINT NAME

SIGNATURE

DATE