



## 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.

## INDIA TRANSFER -SERVICE NOW SUSPENDED STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Passport in which the visa is to be transferred to
  - Has to have at least 2 blank visa pages.
  - Needs to be valid for at least 6 months from date of lodging.
  - Also supply a copy of the photo bio page
- Visa Application Form
  - Visa form completed online. Print and sign. [View Form](#)
  - You will find also find a link with this in our document pack.
- Photographs
  - Supply two recent photos measuring 50mm x 50mm (2" x 2" ) in size, and excluding the white border. They must be on an off whitish background.
- Print and sign the Letter of Authorisation.
  - You will find this in our document pack.
- Authorization form. Complete by hand. This is available in our downloadable pack.
- Declaration form. Complete by hand. This is available in our downloadable pack.
- Supply old passport with valid Indian visa in it.
  - The Indian visa must be valid for more than 3 months.
  - Also supply a copy of the photo bio page and copy of visa
- Regent Visas Order Form:
  - You will find this in our document pack.
- Important notes:
  - If using the Regent Visa Service for obtaining your visa, then you need to choose 'UK-London' as the India Mission place of lodging on the application form.
  - You must enter and exit within the validity dates stated on the visa.
  - Kindly note on the standard service, the day of lodging will be on the appointment date chosen when the visa form was completed.
  - Kindly note the Embassy may charge an additional compulsory SMS fee of £1.44
  - The handling fee includes filling in/ checking your visa form.
  - Kindly note the visa form is available for only a limited time on the Embassy site. It remains on their site for approximately 2 weeks and then falls off. Therefore applications should be made to the Visa Centre as soon as possible.
  - Regent Visas offer an Indian visa form filling and appointment making service. You can add this to your order by clicking on the 'Other Services' tab on our home page, and then choosing 'Other' from the drop down menu.
  - It is currently taking one week to get an appointment to lodge on the standard service. However, for an extra fee of £14.88 (on top of the fees displayed on our site) the visa centre allows applications to be lodged the next working day without the need for an appointment. Kindly advise us if you require this service.
  - Visas can only be transferred from one passport to another of the same nationality
- It is currently taking one week to get an appointment to lodge on the standard service. However, for an extra fee of £14.88 (on top of the fees displayed on our site) the visa centre allows applications to be lodged the next working day without the need for an appointment. Kindly advise us if you require this service.
- You can only apply at the visa center where you originally obtained your current Indian visa from.
- The Indian visa center may charge an additional fee of £1.44 for sending a text message.

# 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
1.	India Transfer -Service now Suspended	Standard	<input type="text"/>	<input type="text"/>

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:

PRINT NAME

SIGNATURE

DATE