



### **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.

## IRAN BUSINESS (ENTRY) NORMAL VISA FOR UNITED KINGDOM NATIONALS

- Applicants must register their visa application before the lodging at the Embassy.
  - Once a confirmation email has been received from the Iranian Foreign Ministry then the visa application can be lodged at the Embassy. This takes approximately 10 working days.
  - Visa application completed online. [Start Application](#)
  - Upload a photo in JPEG (.jpg or .jpeg) file format. Equal to or less than 500 kB (kilobytes) in file size (less than 10 kB is not accepted). Acceptable measurements 400(minimum-width) x 600(minimum-height) pixels, with about 70-80% part of the photo must be filled by the applicant's face.
  - Upload a copy of the applicants passport Bio page in JPEG (.jpg or .jpeg) file format. Equal to or less than 500 kB (kilobytes) in file size (less than 10 kB is not accepted). • Acceptable size is 800(minimum-width) x 600(minimum-height) pixels
  - Supply the contact Telephone number in Iran.
  - Supply the contact Address in Iran
  - UK Residence card (if applicable).
  - The visa fee is generated when completing online. If the visa needs to be issued urgently when it is lodged at the Embassy then the Urgent box needs to be ticked. This increases the visa fee by 50%
  - Once you have checked your answers, you can submit your application. When you do, you will see an email verification page on your screen where you should enter a verification code.
  - By completing email address verification process, you will see a confirmation page on your screen with a barcode. Please print this page by clicking on print button and write down the Tracking Code displayed on the page. To check your application status, you will need this Tracking Code to continue your application.
- Two colour Photographs of photo both size and quality
- Passport with at least 6 months left to run.
  - Plus a photo copy of the Bio page.
  - It must have at least 3 blank pages. Two of the blank pages must be opposite each other.
- An Authorisation number issued by the Ministry of Foreign Affairs
  - This must be transmitted to the Embassy and must be there prior to lodging.
- One completed application form.
- Complete the Authorisation letter. You will find one in our downloadable pack.
- Regent visas order form. This is obtainable from our downloadable pack.
- Important information:
  - Regent visas can only lodge on your behalf if you have had a previous Iranian visa that involved you having your finger print scanned..
  - All visa applicants must provide double vaccination proof and PCR test 96 hours prior to their flights
  - The Embassy is only open Monday-Wednesday-Friday
  - Applications are paid for before lodging.
  - Finger print scans are no longer needed.

# 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.	<input type="text" value="Iran Business (Entry)"/>	<input type="text" value="Normal"/>	<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