



## 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.

## **MOZAMBIQUE WORK NORMAL VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Need to provide original passport plus a photocopy of the passport bio pages.
  - Must be valid six months on the day of lodging.
  - Must have at least 3 blank visa pages.
- Visa Application Form
  - You will find this form in our document pack.
- Photographs
  - Two recent passport size photographs of photo booth quality. Glue them to the visa form.
- Copy of the employment contract authorized by the competent authorities in Mozambique (e.g. Ministry of Labour);
- Criminal Record Certificate (this is called an ACRO) and to be valid in Mozambique it needs to be notarized by the Foreign and Commonwealth Office (FCO) and then Legalised by the High Commission, which can be done together or separated from the visa application.
  - Regent Visas can help in getting the ACRO stamped by the FCO and Legalised by the Mozambique Embassy. Kindly add these products to your order.
  - Copies of the official documents of the employer (License authorizing its activities, and a Certificate confirming its financial and tax situation, if applicable);
- Letter from the employer requesting the work visa, including a copy of a personal document of the letter subscriber (Passport and residence visa, or ID).
- Health Certificate (to be valid in Mozambique needs to be notarized by the FCDO and by the High Commission, which can be done together or separated from the visa application);
  - Regent Visas can help in getting the Health certificate stamped by the FCO and Mozambique Embassy. Kindly add these products to your order.
  - Although the Health Certificate must be notarized by the FCO to obtain the visa, the Embassy can legalise it at a later stage.
- Copies of the official documents of the employer (License authorizing its activities, and a Certificate confirming its financial and tax situation, if applicable);
- Regent Visas Order Form
  - You will find this in our order form.
- Important information:
  - From 1st February 2016 the Same day visa service will be suspended by the Embassy until further notice.

# 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	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<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="Mozambique Work"/>	<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