



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.

FRANCE BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Completed and signed visa questionnaire form and part 4 form (the actual application form will be completed by us;)
 - You find both forms in our downloadable pack.
- Passport
 - Must be valid 3 Months beyond the return date from the Schengen states.
 - Also include 1 copy of the Bio page(s) with the photo and signature.
 - Include photocopies of previous Schengen visas if they are in an old passport) issued in the last 3 years.
 - Extended passports older than 10 years are not acceptable.
 - Must have two blank pages adjacent.
 - If the signature page is not on the bio page then supply a photocopy of the signature page is also required.
- UK Residence Permit
 - C type visitor visa is not acceptable.
 - If it is a BRP card then supply the original plus a photocopy of both sides.
 - If it is in the passport also supply a photocopy.
 - Must be valid 3 Months beyond the return date from Schengen area.
- Photograph
 - Must be in colour, 3.5 x 4 cm (approx. 1.2 x 1.6 inch).
 - Supply Two recent Passport sized photo of photo booth quality on a white or off white background.
- Original signed Employers Company letter:
 - Recent original company letter, not older than 30 days, Original recent employment letter confirming the start date of employment and the applicant's position
 - State that the Company is financially responsible for the applicant.
 - Provide entry and exit dates for the trip.
 - Mention the nature of the trip and who the applicant will be visiting.
 - If Self-employed and UK Tier 1 (Entrepreneur) applicants:
 - Applications name and position of the countersigning company representative, the purpose and duration of the trip. (Pay slips of the last 3 months can also be submitted as additional documents).
 - Include full company address and contact details of the company,
 - Addressed to the French Embassy.
 - An original signed letter from their applicants employer (not older than 30 days from the day of application).
 - Holders of UK Tier 1 (Investor):
 - Letter from UK bank confirming the investor status
 - If the company use electronic signature then this is acceptable.
- Recent original bank statements for the last 3 months with the latest one less than one month old containing sufficient funds to travel (£50 per day, positive balance, not overdraft)
- Proof of Travel:
 - Fully pre-paid return travel tickets. Must have the applicants full name on them.
- Travel insurance (all-risk medical travel insurance):

FRANCE BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Minimum coverage EUR 30000.00 (clause to be stated on the medical insurance)
- Covering any expenses for repatriation in the event of injury or death, urgent medical attention, emergency hospital treatment or death during stay (The words Urgent/Emergency Medical attention/treatment & Repatriation must be on the policy).
- State the Region covered.
- Covering the entire period of intended stay
- Clearly showing the applicant's name
- Supply originals of all requested documents, plus 1 photocopy.
- Provide the last 3 Payslips.
- Invitation Letter:
 - Person or company who will bear the travel and living costs.
 - Identity of the invited applicant
 - The purpose and duration of the trip (entry & exit dates).
 - Name and position of the person signing the invitation.
 - Full address and contact details of the company
 - This can be a scan.
- Important Information:
 - For this destination (France) although part of the Schengen agreement, applicants over 12 years old must attend for a finger print scan, unless they have had a scan for a previous Schengen visa within the last 5 years. However, if the previous Schengen visa was issued by the Czech Embassy then the applicant must attend the French visa centre for a finger scan.
 - An appointment has to be booked to lodge the application. After lodging the applicant will be advised when to attend the visa centre for a finger print scan. The scans are done in the afternoon no later than 2.30pm
 - Kindly note the bank statements are in addition to the Employers letter accepting financial responsibility

REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

EMAIL ADDRESS

Line 1

Line 2

City

Country

Postcode

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.			
2.			
3.			
4.			
5.			

VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	France Business	Standard		

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