



## 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.

## 2ND PASSPORT FAST TRACK 7 DAYS

- Application form from the post office or you can contact one of our consultants and we will send one to you for an extra delivery fee.
  - Complete in Black ink only.
  - If you need any further assistance when completing the application form please call one of our consultants and they will guide you through the process.
- Regent Visas order form.
- For a full in depth list please contact our consultants
- Two Fully Completed and signed Authorisation Letters enclosed in your application pack.
- Original employers letter stating reasons for needing a 2nd passport
- If renewing one of your two passports submit the original British passport that needs to be renewed.
- 2 new passport booth quality photos.
- Important information:
  - Premium & Express service passports will be collected by Regent Visas.
  - Fast Track service passports will be delivered to the applicants home address by the Passport office.
  - The requirements for the photos need to be exact. Kindly see the page of examples which is obtainable from our downloadable pack.
  - Appointments are subject to delay, Typical delay is 2-3 days
  - If you wish to apply for a Jumbo Passport please tick the 48 Page box on the front of the Passport Application form in section 1 and an extra fee of £9.00 will apply.
- If this is your first application for a second passport then supply a colour copy of every page of your current passport.
- First time second passport applicants write in section 8 of the passport application form that your passport (the one you are holding onto) is not available as its in an Embassy obtaining a visa.
- If renewing a second passport then supply the original of the one being renewed, and a copy of the bio page from the other passport.

# 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 my documents and including the return of my documents and passports. Also I agree to the restriction to cheque payments to my credit/debit card.

**PRINT NAME**

**SIGNATURE**

**DATE**

.....