



## 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.

## **JUMBO PASSPORT FAST TRACK FAST TRACK 7 DAYS SERVICE**

- 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.
  - It must be completed in Black ink.
  - 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.
- 2 new photos of photo booth quality. If appearance has changed please countersign 1 photo, and complete Section 10 of the application form.
- Current original passport.
- Two Fully Completed and signed Authorisation Letters enclosed in your application pack.
- Regent Visas order form.
- Important information:
  - Premium service passports will be collected by Regent Visas.
  - Fast track service passports will be delivered to the applicants by the Passport office.
  - 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.

# 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.

## 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 your documents and including the return of your documents and passports. Also signing this declaration to the above mentioned terms and conditions.

PRINT NAME

SIGNATURE

DATE