



## 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.

## **PASSPORT RENEWAL . .**

- Premium service is only for adult passport renewal.
  - All other passport applications have to be done on the Fast track service (see regulations further down).
- Regent Visas order form. You will also find one in our downloadable pack.
- Important information:
  - Premium 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.
  - An appointment will be booked by Regent Visas. Appointments cannot be booked less than 2 days ahead of applying online.
- Complete the Passport form questionnaire. You will find the link in our downloadable pack
  - Regent Visas will complete the form on your behalf, upload the photo and book the appointment. Regent Visas will pay for your new passport online which is part of the online process.
- One digital photo. This can be taken by either yourself, or taken in a professional photography shop. If the later, then a code will be provided which will be used to upload the photo.
  - The guideline for taking the photo can be found in our downloadable pack.
- Authority Letter:
  - To be able to collect your new passport we will need to present your old passport, plus a letter from yourself giving the Regent Visas representative authority to do so.
  - You will find the letter in our downloadable pack.
- Passport that is due to be renewed.
- Fast Track service (1 weeks service):
  - This service is applicable to: child passports, damaged or lost passports and 2nd passports application. Regent Visas will go to the passport office and apply on the client's behalf, but the passport office will dispatch the new passport directly to client's home address via DX mail.
- Fully complete a paper passport application form. Available from the post office . Contact Regent Visas to advise which sections need to be completed depending on the type of passport the client applying for ( child, 2nd ppt etc.)
- Two recently passport photos . Countersign one photo (not both) for Child application (especially Children under the age of 12) if passport is lost, countersignature is also required.
- Original passport to be renewed.
- For second passports we additionally need an original second passport letter from the employer and copy of current passport. No need for original passport to be presented.
- Complete the Regent Visas Order form. You will find one in our downloadable pack.

# 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 passport. All terms and conditions to be read on our website [www.regentvisas.com](http://www.regentvisas.com)

PRINT NAME

SIGNATURE

DATE