



## 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.

## **CHILDS FIRST PASSPORT 5 YEARS VALIDITY 7 DAYS SERVICE**

- Application form
  - 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.
  - 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 recent photos. One needs to be countersigned (Do not countersign both), and Section 10 of the form must be completed.
- Original Long Version of the child's birth certificate
- Important information:
  - 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
  - In Section 1 of the form please tick the box for First passport.
  - Section 2 of the form need to have the childs' details with the parents email address and phone number.
  - Section 3 of the form must be left blank
  - Section 4 of the form must have both parents details (if one parent is not available then a person statement signed by the parent explaining the situation
  - Section 5 of the form please tick No
  - Section 6, 7 and 8 of the form please leave blank
  - Section 9 of the form is signed by one of the parents or legal guardian
  - Section 10 of the form must be countersigned
- Regent Visas order form.

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

PRINT NAME

SIGNATURE

DATE