

# CHECKLIST FOR SUBMISSIONS BY POST

Version : 09/2011

Only complete applications, as per the guidelines on the visa category being applied for would be accepted and processed. Incomplete applications would need to be returned via post

**We strongly recommend that applicants pay correct visa fee through our online payment system however, this is purely optional.**

## LIST OF DOCUMENTS TO SEND

**India Visa Application Centre  
1-3, Canalside, Uxbridge Road  
Hayes, Middlesex, UB4 0JN**

- 1 Your passport with a minimum validity of 6 Month (180 Days)
- 2 Printed online form with signatures on both the pages and 50\*50 mm photographs (as per the specifications)
- 3 The checklist corresponding to the visa category requested. (Please download for the respective visa category)
- 4 All documents required as per your visa category, your nationality, your origin or the age of the applicant
- 5 Duly filled Additional form for Non-UK Nationals. (Please check the detailed information on the website)
- 5 The amount for the « Delivery Service » to add to your payment for the return of your passport

\* All the applicants are requested to send **POSTAL CHECKLIST** along with their visa applications.

## YOUR CONTACT DETAILS

Postal address where you would like us to return your passport (please fill in BLOCK LETTERS):

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## CALCULATE THE AMOUNT OF YOUR PAYMENT PER PASSPORT

Complete list of fees is available on our website under every visa category.

	Example for a Tourist Visa *	Your case
1 The fees of your visa	£30	_____
2 The Consular Fee (Indian Community Welfare Fund)	+ £2	
3 The Service Charge	+ £10.20	
4 Additional fees as per your nationality, origin or profession (if applicable)	+ £ 0	_____
5 The Delivery Service (Applicable only for UK and Northern Ireland)	+ £7.40	
6 The SMS and Email Service for the tracking of your passport (recommended)	+ £1.20	
= Total to pay per passport/application	<u>£50.80*</u>	_____

\* The rate given as an example is valid, per passport, for an applicant holding a BRITISH passport and wanting to apply for a 6-month Tourist Visa. This rate does not apply to British applicants of Pakistani, Chinese, Bangladeshi or Afghan origin. Please check the website for detailed information for visa category specific fees.

## VERIFICATION OF YOUR MODE OF PAYMENT

**Please note that personal cheques, company cheques or cash would not be accepted.**

- Postal Order payable to « **VF SERVICES (UK) Limited** »
- Bank Drafts issued and certified by the bank payable to « **VF SERVICES (UK) Limited** »

**All the applicants are required to fill the Online Application Form.**

\*\*All the applicant's holding Non-UK Passport are required to provide Utility Bills covering a period of last TWO year as Proof on Stay in the United Kingdom **OR** fill the Additional Information form for Non-UK Nationals.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_