

# TRAVCOUR (UK) LTD ORDER FORM

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## On behalf of Travel The Unknown

Please complete ALL sections of this form in BLOCK CAPITALS and return it to us with all required documentation. Your visa for India will take approximate 3 working days to issue in the embassy. Passports must have a minimum of 6 months validity and have blank pages for your visa and stamps. We recommend you send us your documents by secure mail. Please ensure you send us the following documentation as failure to do so will result in a delay or rejection of your visa.

India application completed at <a href="http://in.vfsglobal.co.uk">http://in.vfsglobal.co.uk</a>	Photos	Recent utility bill	2 year old utility bill	Passport	Order form & payment
1	2	Non British only	Non British only	1	1

\*Photos for India must be 50mm x 50mm as standard size is not accepted

**For multiple entry: You cannot enter re-enter India within 2 months of your last visit on one visa. For those needing to re-enter sooner, you can either visit the embassy in person for a re-entry permit or re-apply for a new visa.**

**Please put a cross by the services you are applying for.**

X	Country	Visa type	Dates of entry/exit	Visa fee	Service charge	Total excluding return postage
	India	Tourist		42.00	25.00	67.00
	India	On line form filling service			12.00	12.00

Postage is only payable per return address for a maximum of 4 passports. Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents. Please tick the type of return you would like us to use for your documents.

- Royal Mail Special Delivery (standard) £7.00 ( N.B RMSD is only applicable for UK residents.) ([www.royalmail.com](http://www.royalmail.com))
- International courier (DHL) £32.50 Ireland & Europe, £42.50 all other destinations. (Before 9am or 12pm also available) ([www.dhl.co.uk](http://www.dhl.co.uk))
- Travcour courier (subject to delivery charge depending on area)
- Collection from our office (Identification or authorisation from other party needed to collect)
- Own stamped address envelope

**Please tell us the address you would like your passport to be returned to.**

Title: Mr. /Mrs./Miss: First Names .....Surname.....  
 Address .....  
 .....Postcode .....  
 Telephone Number .....Email .....

Please indicate the latest date your passport can be returned to you: ...../...../.....

Total enclosed (Please remember to include return postage in your payment) £ .....

Credit/Debit Card (please complete the following section) Name of the cardholder .....

Card number

Last 3 digits of security code on signature strip    Post code ..... Door number.....

Issue date: ...../...../..... Expiry date: ...../...../..... Issue No: (if applicable) .....

N.B. Please note there is a 2.5% Admin Fee when you pay by Credit/Debit Card. We do not accept American Express or Diners.

Cheque (Please make cheques payable to Travcour (UK) Ltd.)  Postal Order  Cash

Cheques will not be accepted for urgent orders.

Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse your application & therefore no guarantee can be given. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions as detailed at [www.travcour.com](http://www.travcour.com)

Signature ..... Date ...../...../.....

Registered Company No: 4651386  
 VAT No: 238 0357 68

Opening Hours: Mon – Fri 9.30 to 5.30

**INSTRUCTIONS FOR INDIAN VISA APPLICATIONS**  
**(For Travcour customers only)**

**Please note that the Indian embassy will no longer accept hand written application forms. You will need to complete your application on- line. Please follow the following guidelines for your application. You should not use any punctuation marks, leave any boxes blank (put NA) or take too long to complete the online process as it will time out and you will need to complete the details again.**

**STEP 1:** Please visit <http://in.vfsglobal.co.uk/>

**STEP 2:** Click submit your application on the left of the screen

**STEP 3:** Click online application (directly under the previous link.)

**STEP 4:** Click electronic visa applications at the bottom of the page

**STEP 5:** Click I agree and continue

Please make a note of your temporary application ID at the top of the page. You are now ready to complete your details. If there are any sections that do not apply to you please put NA.

Some questions require certain information, as follows:

Q: Indian Mission.

A: UK London

You **MUST** complete your parent's details even if they are unknown or deceased.

Your name has to match your passport including middle names.

References in India can be your hotel details.

References in UK can be anyone that you would normally contact in an emergency.

Once completed, make a note of your Web reference number and then print your document.

You must sign and date the application and send to us together with your passport, 2 photos and your payment.

Your photos **MUST** be 50mm x 50mm or your application will be rejected. Please paste one photo to the front of your application and staple the other to the reverse.