

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
PHONE: 02045139940
EMAIL: admin@visasmart.co.uk

**ANGOLA LEGALISATION APPLICATION PACK**

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND**COPY OF PASSPORT ID PAGE**

ORIGINAL DOCUMENTS BEING LEGALISED - documents will need to be translated into Portuguese, notarised and attested at the Foreign & Commonwealth Development Office before the embassy will accept them. We provide the full service for you where required.

ANGOLAN REQUEST LETTER - Attached within the pack

2. SERVICE OPTIONS.

DOCUMENT TRANSLATION (£60.00 per document up to 500 words + service fee £40.00 VAT inclusive)

DOCUMENT NOTARISATION (£120.00 per document + service fee £40.00 VAT inclusive)

DOCUMENT FCDO ATTESTATION 10 DAY SERVICE (£45.00 per document + service fee £100.00 VAT inclusive)

DOCUMENT EMBASSY LEGALISATION STANDARD (£174.00 per set + service fee £100.00 VAT inclusive)

DOCUMENT EMBASSY LEGALISATION EXPRESS (£348.00 per set + service fee £100.00 VAT inclusive)

3. RETURN OPTIONS.

ROYAL MAIL SPECIAL DELIVERY BY 1PM (FROM £9.50)

DHL EXPRESS (FROM £45.00)

OWN PREPAID, ADDRESSED ENVELOPE - please note that we will not return any passport via 1st class post.

PERSONAL COLLECTION - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

NAME OF APPLICANT(s)

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

VISASMART TRAVEL SOLUTIONS LTD
www.visasmart.co.uk

Company registration 12625106

VAT registration 349438564

INFORMATION FOR THE ANGOLA LEGALISATION SERVICE

Before the embassy can legalise a document, they must be translated, Notarised & Attested by the FCDO. You can supply documents with this process already completed or select the options you need in our application pack. The Notary authorisation form attached should only be completed if you require us to have your documents notarised.

Documents should be no more than 2 months old. This does not include academic/training certificates which should still be valid regardless of when they were issued.

Processing time for translation & notary is 1 week.

Processing time for the FCDO is 1-2 weeks.

Processing time in the embassy is usually up to 15 business days on standard service or 1 week on express service.

The legalisation service can only be completed in the UK for documents that were issued in the UK or Northern Ireland. Should your documents have been issued overseas, you will need to have them legalised in the issuing country. Should you still require assistance with this, please let us know as we have associates all around the world ready to assist!

For translations, notarisation, FCDO & the embassy, the charge is per document. Our service fee however is payable once per service regardless of the number of documents. For example, if you need 4 documents to be serviced, the charge would be x4 + our service charge.

If you require a quote for documents, please email admin@visasmart.co.uk.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your documents. You must check your documents on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.

..... **REQUEST LETTER**

Dear Consul General
Consulate General of the Republic of Angola
In the United Kingdom of Great Britain and Northern Ireland

PLEASE COMPLETE IN CAPITAL LETTERS

London, / / 20

I,

Date of birth / / Place of birth

Father's name Mother's name

..... Marital status

Current address

..... E-mail

Tel Consular Registration No.

Hereby request the issuance of *[For Minors' Requests: Please Indicate the Full Name and Date of Birth of the Minor(s)]*

.....

.....

.....

By reason of

.....

(Request for Power of Attorney) Power of Attorney in favour of.....

..... Holder of Passport/ID Card No.....

I look forward to your approval.

Signature

.....
PLEASE SIGN FULL NAME

NOTARY AUTHORISATION

NAME & ADDRESS

DATE

I hereby authorise VISASMART TRAVEL SOLUTIONS LTD to act on my behalf for notary services for the purposes of legalisation at the Angolan Consulate in London. I confirm that the document supplied is the original version.

SIGNED