

POSTAL ADDRESS & CONTACT DETAILS:

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FCDO ATTESTATION 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.

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

NOTARISED COPY OR ORIGINAL DOCUMENT FOR ATTESTATION

2. SERVICE OPTIONS.

FCDO 10 DAY SERVICE (£45.00 per document + service fee £60.00 VAT inclusive) NUMBER OF DOCUMENTS

3. RETURN OPTIONS.

ROYAL MAIL SPECIAL DELIVERY BY 1PM (£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

INFORMATION FOR THE FCDO ATTESTATION SERVICE

FCDO attestation is required when an official in another country has asked you to provide a UK document and they have said it must be legalised. The FCDO will check the document and see if any signatures, stamps or seals match their own records. If they do match, they will attest the document by attaching an 'apostille' (stamped official certificate). You cannot get documents issued from outside of the UK legalised using the FCDO in the UK - you must get them legalised in the country they were issued in.

In some cases, your documents will need to be copied and notarised before the FCDO can attest them. Please note that in the case of marriage, birth, death, medical and police certificates, the original certificates will be attested. Most other documents can be copied. We can have the documents notarised for you if needed, please select our Notarisation page for this service.

If the document that you need to be attested requires an embassy legalisation afterwards, please select the country service from our menu. In all cases, country members of the Hague convention only require an apostille stamp from the FCDO and not an embassy stamp.

Please note that the FCDO will charge per document being attested. If you require 2 documents to have an apostille stamp, they will charge 2 sets of fees. Our service charge is, however, only payable per visit - if we are attending to attest 2 documents for example, your fees will be 2x FCDO but 1x our service charge.

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.