

POSTAL ADDRESS & CONTACT DETAILS:

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

**TRANSLATION 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**DOCUMENT FOR TRANSLATION****2. SERVICE OPTIONS.**

DOCUMENT TRANSLATION (£60.00 per document (UP TO 500 WORDS)+ service fee £40.00 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

VISASMART TRAVEL SOLUTIONS LTD
www.visasmart.co.uk

Company registration 12625106

VAT registration 349438564

INFORMATION FOR THE TRANSLATION SERVICE

If you require a document to be officially translated, you can email or post a copy of the document to us & we will organise the translation into any language & will either email or post the translated document back to you.

In some cases, documents may need to be notarised by a Notary solicitor to authenticate the translator signature & confirm the document is legitimate. Should you require this, please view our notarisation service pack.

Should your document be needed for use by an embassy or in another country, your documents may need further attestation by the FCDO or embassy. We can also do this for you and you will find the information packs available from our service menu. If you cannot find the country that your document needs to be legalised for in our service menu, please contact us.

Please note that the translator will charge per document - If you require 2 documents to be translated, 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 translation 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 a 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 a 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 return the approved E-visa. 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 those terms.