

CHECKLIST FOR SUBMISSIONS BY POST

Version : 01/01/2015

Only complete applications would be accepted and processed.

All incomplete or incorrect applications would be returned to you at your own cost. The service charge will also be collected for such cases.

LIST OF DOCUMENTS TO SEND

**VF Services (UK) Limited
42-44 rue de Paradis
75010 Paris**

- 1 Your passport
- 2 The checklist corresponding to the visa category requested, signed and dated
- 3 All documents required as per your visa category, your nationality, your origin or the age of the applicant
- 4 This document signed and dated
- 5 The amount for the « Delivery Service » to add to your payment for the return of your passport
- 6 **The 3 main reasons causing a postal application to be incomplete are:**
 - **Incorrect photos:** please check the Indian photo specifications on our website before sending your application. The Indian specifications are different from French specifications and French photos cannot be used for your visa application.
 - **Missing signatures on forms:** it is mandatory to sign your application form **beneath the photograph on page 1** and at the **bottom of page 2**. These signatures will be scanned and should match the signature on your passport.
 - **Payment is absent or incorrect:** ensure to attach an authorised mode of payment with your application. It should be payable to « VF SERVICES (UK) Limited », otherwise we would not be able to en-cash it. The below table can help you calculate the correct amount.

CALCULATE THE AMOUNT OF YOUR PAYMENT PER PASSPORT

Complete list of fees is available on our website on the page : Fees

	Example for a Tourist Visa *	Your case
1 The fees of your visa	50 €	
2 The ICWF Tax (Indian Community Welfare Fund)	+ 2 €	+ 2 €
3 The Service Charge	+ 6,96 €	+ 6,96 €
4 Additional fees as per your nationality, origin or profession (if applicable)	+ 0 €	
5 The Delivery Service (Destination: France, Corsica included, Monaco)	+ 24,30 €	+ 24,30 €
6 The SMS and Email Service for the tracking of your passport (recommended)	+ 1,50 €	+ 1,50 €
= Total to pay <u>per passport</u>	<u>84,76 €</u>	

* The rate given as an example is valid, per passport, for an applicant holding a French passport and wanting to apply for a 6-month Tourist Visa. This rate does not apply to French applicants of Pakistani origin.

VERIFICATION OF YOUR MODE OF PAYMENT

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

- Cheque issued and certified by the bank payable to « **VF SERVICES (UK) Limited** »

VERIFICATION OF PROCESSING TIMES

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application in the case of a submission by post.

Date: _____

Signature: _____

YOUR CONTACT DETAILS

Postal address, with your name, where you would like us to send your passport (please fill in BLOCK LETTERS):

Mobile: _____ Email: _____