**BIRCH VISAS LTD CUSTOMER REQUEST FORM**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname & Initials | Address |
| Title (Mr / Mrs / Ms / Miss) |
| Nationality | Telephone |

**VISA REQUIREMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Country | Dates | | | | Purpose of Trip  (business / tourism) | Entries  (single / double / multi) |
|  | From: | / / | To: | / / |  |  |
|  | From: | / / | To: | / / |  |  |
|  | From: | / / | To: | / / |  |  |

**TIMESCALE**

Please advise (if you are travelling in the meantime) the date you require your passport

**PASSPORT REQUIREMENT** (tick relevant boxes) [ ] New or Renewal Standard-size Adult Passport

[ ] New or Renewal Standard-size Child Passport [ ] New or Renewal Large-size Adult Passport

[ ] New or Renewal Large-size Child Passport

[ ] Amendment to existing Passport (name / photo)

**RETURN / DELIVERY** (tick relevant boxes) [ ] Royal Mail Special Delivery Post

If documents to be delivered to an address other than that shown above, please indicate the address here:

[ ] Personal Collection from Benmar Office [ ] Courier Delivery

[ ] Extension to existing passport

[ ] Second Passport – Standard-size [ ] Second Passport – Large-size

[ ] Gender Change

[ ] Airport Delivery to

[ ] Other Method (please give details):

**PAYMENT ( Travel Agents & Companies will be invoiced if previously known to us)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Benmar Fee | | | Delivery Charge | | | VAT | | | Embassy Fee | | |  | Total Amount | | |
| **£** | **:** | **:** | **£** | **:** | **:** | **£** | **:** | **:** | **£** | **:** | **:** |  | **£** | **:** | **:** |
| NB: If enclosing cheque please write name, address and telephone number clearly on reverse of cheque. | | | | | | | | | | | | | | | |

**CREDIT CARD PAYMENT** (or Cheque Enclosed. Please call us if you prefer to pass details by phone.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Card Type: | [ | ] Visa | | |  | [ ] Visa Debit | | | | |  |  | [ ] Master Card | | | | | |  |  | [ ] Other \* | |  |  |  |  |
| Card Number: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Expiry Date: |  |  |  |  |  |
| Signature: | |  | | | | | | | | Date: | | |  | | | | | Card Security Code \*\*: | | | | | |  |  |  |

\* American Express is not accepted \*\* Chip and Pin requirement last 3 numbers from reverse of card

**ENCLOSURES** (tick relevant boxes - ***bold underlined items are required for all applications***)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[** | **] Passport(s)** | [ | ] Letter of Invitation or Sponsorship | [ ] Proof of Funds |
| **[**  **[**  **[** | **] Photograph**  **] Cheque or Credit Card Details**  **] Visa or Passport Application Form(s)** | [  [  [ | ] Evidence of Medical Insurance  ] Vaccination Certificate(s)  ] Evidence of Hotel Booking | [ ] Other: |

Please send this form, with all relevant supporting documents, by special delivery to:

# Birch Visas Ltd. 12th Floor, Broadgate Tower, 20 Primrose Street, London, EC2A 2EW.

**Do not be concerned if your submission is incomplete or incorrect, we will contact you immediately to resolve any issues arising from your application.**

Birch Visas Ltd. [www.birchvisas.co.uk enquiries@birchvisas.co.uk](mailto:www.birchvisas.co.ukenquiries@birchvisas.co.uk) Tel 0207 459 4929. Every care is taken to ensure that all information is present and correct. Errors and Omissions Excepted. Form BV1 updated January 2022.

**High Commission of India**

Signature

Please do not affix your 50mm x 50mm (2"x2") passport photo here.

(Just leave in envelope)

India House, Aldwych

London WC2B 4NA

<http://www.hcilondon.in/>

**Visa Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Personal Particulars** (As in Passport) | | | | | | | | | | | | | |
| Surname | | | | |  | | | | | | | | |
| Name | | | | |  | | | | | | | | |
| Previous/other Name if any | | | | |  | | | | | | | | |
| Sex | | | | |  | Marital Status | | | | |  | | |
| Date of birth | | | | |  | Religion | | | | |  | | |
| Place of Birth Town/City | | | | |  | Country of Birth | | | | |  | | |
| Citizenship /National ID No | | | | |  | Educational Qualification | | | | |  | | |
| Visible identification marks | | | | |  | | | | | | | | |
| Current Nationality | | | | |  | Nationality by Birth/ Naturalization | | | | | | | |
| Any Other Previous/Past Nationality | | | | | |  | | | | | | | |
| **B. Passport Details** | | | | | | | | | | | | | |
| Passport No. | | | |  | | Date of issue ( dd/mm/yyyy ) | | | | | |  | |
| Place of issue | | | |  | | Date of expiry (dd/mm/yyyy) | | | | | |  | |
| **Any other Passport/Identity Certificate held (if yes ,please fill in the following)** | | | | | | | | | | | | | |
| Country of issue | | | |  | | Place of issue | | | | | |  | |
| Passport/IC No | | | |  | | Date of issue(dd/mm/yyyy) | | | | | |  | |
| Nationality/status | | | |  | | | | | | | | | |
| **C. Applicant’s Contact Details** | | | | | | | | | | | | | |
| Present address | |  | | | | | | Phone No | | |  | | |
| Mobile /Cell No | | |  | | |
| Email address | | |  | | |
| Permanent Address | |  | | | | | |  | | | | | |
| **D. Family Details** | | | | | | | |
| **Relation** | **Name** | | | | | | **Nationality** | | **Prev. Nationality** | | | | **Place/Country of Birth** |
| Father’s |  | | | | | |  | |  | | | |  |
| Mother’s |  | | | | | |  | |  | | | |  |
| Spouse |  | | | | | |  | |  | | | |  |
| **Were your Grandfather/Grandmother(Paternal/Maternal) Pakistan Nationals Or belong to Pakistan held area** : | | | | | | | | | | | | | |
| **E. Details of Visa Sought** | | | | | | | | | | | | | |
| Type Of Visa Required | | |  | | | | No of Entries | | |  | | | |
| Period of Visa (Month) | | |  | | | | Expected Date of Journey | | |  | | | |
| Port Of Arrival | | |  | | | | Port of Exit | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Required Detail of | | | | | | | | | | |
|  | | | | | | | | | | |
| Purpose of Visit : | | | | | | | | | | |
| **F. Previous Visit Details** | | | | | | | | | | |
| Have You Ever visited India ? | | | | | | | | | | |
| Address where You stayed in India | | | |  | | | | | | |
| Cities in India Visited | | | |  | | | | | | |
| Type of Visa | | | |  | | Visa Number | |  | | |
| Visa Issued Place | | | |  | | Date of Issue | |  | | |
| Countries visited in last 10 years | | | | | | | | | | |
| Have you been refused an Indian Visa or extension of the same previously or deported from India ? | | | | | | | | | | |
| If **yes** above mention when and by whom with control  No/Date | | | | |  | | | | | |
| **G. Profession/Occupation Details** | | | | | | | | | | |
| Present Occupation | | |  | | | Designation/Rank | | |  | |
| Employer name/business | | |  | | | | | | | |
| Employer Address Phone Number | | |  | | | | | | | |
| Past occupation if any | | |  | | | | | | | |
| Are/have you worked with Armed forces/ Police/ Para Military forces ? | | | | | | | | | | |
| Organization | |  | | | | Designation | |  | | |
| Place of Posting | |  | | | | Rank | |  | | |
| **H. Address of Place of Stay / Hotel** | | | | | | | | | | |
| Place/Hotel Name | | Address of Place / Hotel | | | | | State | | | Phone No. |
|  | | | | | | | | | | |
| **I. Details of Two Reference** | | | | | | | | | | |
| **In India** | | | | | **In UNITED KINGDOM** | | | | | |
| Name |  | | | |  | | | | | |
| Address |  | | | |  | | | | | |
| Phone  Number |

I. DECLARATION:

1. I do not hold any other passport(s) other than those detailed above.
2. I have read and understood all the conditions for the visit to India and I am willing and able to abide fully by them.
3. I declare that the information given in the form is complete and correct and the visit to India will be undertaken for the purpose indicated in the application.
4. I understand that in case the information provided in the form is found to be incorrect, I will be liable for denial of visit/ entry or deportation and/ or other penalties during the visit as provided by Indian law.

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Date : . Applicant’s signature (as in Passport)