**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 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 controlNo/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 |  |  |
| PhoneNumber |

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.

..

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