



**TRAVCOUR VISA & LEGALISATION SERVICES LIMITED**

[WWW.TRAVCOUR-VLS.COM](http://WWW.TRAVCOUR-VLS.COM)

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Wimbledon Business Centre, Old Town Hall, 4  
Queens Road, London, SW19 8YB

**Service order form.**

Please complete this form and return along with the documents listed on the check list.

<b>Name of lead applicant:</b>
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<b>Service Required: (please state what service you require and what country or visa type, visa, passport, legalisation).</b>
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<b>Travel date &amp; number of entries:</b>
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<b>Contact details: (address including postcode, contact number &amp; email. please also include return address if different).</b>
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<b>Return of passport or document date &amp; required method of postage(DHL, Royal mail Special delivery, Personal Collection, courier delivery):</b>
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<b>Notes or requests:</b>
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**Payment information:**

<b>Card Type:</b>	
<b>Name On Card:</b>	
<b>Card Number:</b>	
<b>Start Date:</b>	
<b>Expiry Date:</b>	
<b>Security Code:</b>	
<b>Issue Number: (If Applicable)</b>	

For bank transfers please use your last name as your payment reference:

Account name:Travcour-VLS

Sort Code:04-06-05

Account number:16379614

<b>Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
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# **DOCUMENT CHECKLIST**

## **2<sup>nd</sup> PASSPORT & 2<sup>nd</sup> PASSPORT RENEWAL SERVICE**

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Please email [info@travcour-vls.com](mailto:info@travcour-vls.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – 1 week (subject to appointment).**

**Express service – 24 hours (subject to appointment)**

**Appointments are required to submit documents for this service which we will make on receipt of your documents and attend for you. We can only attend the Passport Office to submit your documents on the appointment date given by them. Although appointments are often readily available, they can sometimes be a day or two in advance. The process begins only from the appointment date.**

Remember to allow time for your process – the Passport Office may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your passport, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that they reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

- Order form fully completed and signed**
- Passport application fully completed and signed obtained from any UK Post Office. Please note that there is no 2<sup>nd</sup> passport option on page one to select – please do not tick anything unless this is to renew a current 2<sup>nd</sup> passport.**
- 2 x passport photos - professional photos only on pale grey background. There can be no shadows or light reflections on the face and neck and the background must be all one colour.**
- Original letter from employing business on company letterhead and signed by a manager or above. It must state your employed position, the need and reason for a 2<sup>nd</sup> passport and approximate travel itinerary for the next 3-6 months to evidence this need. If you are applying for a first time 2<sup>nd</sup> passport and cannot supply the primary passport, the letter must explain why the passport cannot be supplied. This cannot be because you are travelling as you must be in the UK during the process.**
- For first time 2<sup>nd</sup> passports: Primary passport. If it cannot be supplied, you can supply a full colour copy of every page of the book & your employer must explain in their letter why the original book cannot be supplied. The Passport Office can refuse the express service and also may request that the application and one of the photos are countersigned if the primary book is not supplied.**
- For the renewal of a current 2<sup>nd</sup> passport: Passport to be renewed & colour copy of the ID page of the 2<sup>nd</sup> passport. You will receive the old passport back with the new passport.**

**Please note that we cannot collect the passport on your behalf if you are selecting the standard, one week service. The Passport Office will return your new passport by post only to the address provided on the application form. Only the applicant mentioned on the application can sign for the documents. If this is not possible, you must provide the person that will be available to sign for you with written, signed consent to do so as this may be requested on delivery.**

**For express options, we will collect the new passport the day after it has been submitted and return by your chosen method.**

Travcour Visa & Legalisation Services Limited does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.