

TRAVCOUR (UK) LTD ORDER FORM



Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB
 Tel: 020 85431846 (9.00am to 7.00pm)
 e-mail: info@travcour.com Website: www.travcour.com
 Open Hours: (Mon – Sat) 9.00am to 7.00pm

BRITISH 2nd PASSPORT / 2nd PASSPORT RENEWAL (PLEASE COMPLETE ALL SECTIONS IN **BLOCK CAPITALS**)

Please tick the service you are applying for. Should any charge differ once received, we will notify you.

<input checked="" type="checkbox"/>	2 nd Passport	Passport fee	Travcour service charge	Total to send excluding return cost
	2nd Passport standard service	142.00	50.00	192.00
	2nd Passport renewal standard service	142.00	50.00	192.00
	2nd Passport new express service	177.00	50.00	227.00
	2nd Passport renewal express service	177.00	50.00	227.00
	2nd Passport new 50 page standard service	152.00	50.00	202.00
	2nd Passport renewal 50 page standard service	152.00	50.00	202.00
	2nd Passport new 50 page express service	187.00	50.00	237.00
	2nd Passport renewal 50 page express service	187.00	50.00	237.00

Please select the type of return you need us to use for your documents. Post & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

<input checked="" type="checkbox"/>	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
	DHL International Ltd	40.00	For terms & conditions please visit www.dhl.co.uk
	Travcour courier hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	Personal collection	N/A	Please await our call to advise your documents are ready
	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

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Expiry:/..... 3 digit SCN

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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd
 Account number; 60960055
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First NamesSurname.....

Address

.....Postcode

Telephone NumberEmail

If you require your documents by a certain time, please indicate the latest date you would like them returned to you:/...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature(passport holder or legal guardian) Date/...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at www.travcour.com. Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

DOCUMENT CHECKLIST

2nd PASSPORT & 2nd 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. Appointments are daily between 11am and 3pm. Please email info@travcour.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 2nd passport option on page one to select – please do not tick anything unless this is to renew a current 2nd 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 2nd passport and approximate travel itinerary for the next 3-6 months to evidence this need. If you are applying for a first time 2nd 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 2nd 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 2nd passport: Passport to be renewed & colour copy of the ID page of the 2nd 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 UK Ltd 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.