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

Services for FCO Attestation

The Foreign Commonwealth Office attest documents to confirm their authenticity. If a copy is being attested (with exception to birth, police or marriage certificates where original documents must be used), the copy will need to notarised by a solicitor before being presented. The FCO stamp will be sealed to the reverse of the document being attested.

Please complete ALL sections of this form in BLOCK CAPITALS and return it to us at the address above with your documents for Attestation at the London Foreign Commonwealth Office. Please ensure that your documents have been duly translated or notarised where applicable unless we are completing this service for you. We recommend you send us your documents by secure mail.

FCO charge (per document)	Travcour service charge (per visit)	Country of destination for attestation	Number of documents
£75.00	£50.00		

Please select the type of return you need us to use for your documents. Postal & International fees are only payable per return address. 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.

✓	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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☐ **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 Names .....Surname.....

Address .....

.....Postcode .....

Telephone Number .....Email .....

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.

Registered Company No: 04651386 **VAT No: 238 0357 68**