

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 BRITISH PASSPORTS LOST OR STOLEN

<input checked="" type="checkbox"/>	Lost/stolen Passport Replacement	Passport fee	Travcour service charge	Total to send
	Lost/stolen/damaged replacement	142.00	50.00	192.00

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 when booking the appointment for 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.

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 contact information for any further instruction or tracking purposes. Our contact with you will be in writing via email where possible. Please check your junk/spam mail in case of your email filter rejects our mail. 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.....

Telephone NumberEmail

Signature

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 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

LOST/STOLEN PASSPORT REPLACEMENT 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 – N/A

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. The application must be countersigned and section 3 must be completed.

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. One of the photos must be countersigned

Please note that we cannot collect the new passport on your behalf The Passport Office will return your new passport by post only to the address provided on the application form. Only the applicant or parent 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.

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.