

CHECKLIST FOR SUBMISSIONS BY POST

Version : 07/04/2017

Only complete applications would be accepted and processed.

All incomplete or incorrect applications would be returned to you at your own cost. The service charge will also be collected for such cases.

LIST OF DOCUMENTS TO SEND

India Consular and Visa Application Centre (ICVAC)
VFS Global Spain SL
Calle de Cardenal Marcelo Spínola, 2,
28016 Madrid

- 1 Your passport
- 2 The VFS Declaration Form signed and dated
- 3 All documents required as per the type of application you are submitting, as mentioned on our website
www.vfsglobal.com/india/spain
- 4 This document signed and dated
- 5 The amount for the « Delivery Service » to add to your payment for the return of your passport
- 6 Your payment by bank transfer to the account: IBAN: ES17 0049 0151 53 2311007359 SWIFT: BSCHSMM

CALCULATE THE AMOUNT OF YOUR PAYMENT PER PASSPORT

The complete list of fees is available on our website

	Example for a Tourist Visa *	Your case
1 The fees of your visa	95 €	
2 The ICWF Tax (Indian Community Welfare Fund)	+ 3 €	+ 3 €
3 The Service Charge	+ 17,97 €	+ 17,97 €
4 The Delivery Service	+ 10 €	+ 10 €
= Total to pay <u>per passport</u>	125,97 €	

* The rate given as an example is valid, per passport, for an applicant holding a Spanish passport and wanting to apply for a 6-month Tourist Visa.

VERIFICATION OF YOUR MODE OF PAYMENT

Please note that personal cheques, company cheques or cash would not be accepted.

- Bank transfer to the account: IBAN: ES17 0049 0151 53 2311007359 SWIFT: BSCHSMM mentioning
your surname and passport number

VERIFICATION OF PROCESSING TIMES

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my application in the case of a submission by post.

Date: _____

Signature: _____

YOUR CONTACT DETAILS

Postal address, with your name, where you would like us to send your passport
(please fill in BLOCK LETTERS):

Mobile: _____ Email: _____