

CHECKLIST FOR SUBMISSIONS BY POST

Version : 01/05/2020

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

**VF Services (UK) Limited
16 Boulevard du General Leclerc
92110 Clichy 6th Floor**

- 1 All documents required as per the checklist pertaining to your application category ☐
- 2 This document signed and dated ☐
- 3 Complete payment for all service and consular charges ☐
- 4 **The 3 main reasons causing a postal application to be incomplete are:**
 - **Incorrect photos:** please check the Indian photo specifications on our website before sending your application. The Indian specifications are different from French specifications and French photos cannot be used for your application. Background should be white. ☐
 - **Missing signatures on forms:** it is mandatory to sign your application form in the places indicated ☐
 - **Payment is absent or incorrect:** ensure to attach an authorised mode of payment with your application. It should be payable to « VF SERVICES (UK) Limited », otherwise we would not be able to en-cash it. The below table can help you calculate the correct amount. In case you wish to opt for secure payment over the phone by bank card, please indicate this on this form. ☐

CALCULATE THE AMOUNT OF YOUR PAYMENT PER SERVICE

Complete list of fees is available on our website on the page: Fees

	Example for a passport renewal *	Your case
1 The consular fees	60 €	
2 The ICWF Tax (Indian Community Welfare Fund)	+ 2 €	+ 2 €
3 The Service Charge	+ 6,96 €	+ 6,96 €
4 The Delivery Service (Destination: France, Corsica included, Monaco)	+ 30 €	+ 30 €
5 The SMS and Email Service for the tracking of your passport (recommended)	+ 2 €	+ 2 €
= Total to pay <u>per service</u>	100,96 €	

* The rate given is an example only and variable according to your application type

VERIFICATION OF YOUR MODE OF PAYMENT

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

- Cheque issued and certified by the bank payable to « **VF SERVICES (UK) Limited** » ☐
- I wish to pay by card over the phone ☐

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 visa 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: _____