

Collect, Check and Send Order Form

## Please send your Embassy/ Consulate lodging receipt, original Signed authorisation letter together with a completed copy of this order form to:-

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For Courier Delivery: | For Special Delivery: | | | | For Express Special Delivery | | | | | | | | | | |
| Prima Passports and Visas Office 122 200 Aldersgate London EC1A 4HD | **Prima Passports and Visas**  **P.O. Box 72060 London EC1P 1WZ** | | | | **Prima Express Post (For same day processing + £10)**  **P.O. Box 72061**  **London**  **EC1P 1YQ** | | | | | | | | | | |
| Embassy/Consulate to collect from: Date your application is due for collection:  Date your application was submitted: | | | | | | | | | | | | |  | | | |
| Did you Pay for your visa upon Lodging?  If So, how much money was paid? | | | **Yes** | | | | **No** |  | | |  | | | |
| First Name: | | | **Surname:** | | | |  | **Date of Birth** | | |  | | | |
| Passport Number: | | | **Expiry Date:** |  | | | | **Nationality:** | |  | | | | | |
| E-Mail | | |  | **Phone:** | | | |  | |  | | | | | |  | |
| Address to return to:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Return Method: (Please tick)**  **Royal Mail Special Delivery \_\_\_\_ Courier\_\_\_\_**  **Other:**  **Passport due back by:**  **Dates of travel:**  **Entry: Exit:** | | | | | | | | | | | |
| Who should we contact about this application: | | | |  | | | |  | |  | | | | | |  | |
| Contact Name: | | **Contact E-Mail** | | | | | | **Contact Phone:** | | | | | | |
|  | | | | | | | | | | | | | | |
| Prima Passport and Visa fee for the Collect, Check and Send Service is £35 + VAT | | | | | | | | | | | |  | |
| This fee is inclusive of one trip to the relevant Embassy or Consulate to collect the passport and visa. The checking of the visa that has been issued and the return of your passport, either by guaranteed next day before 1pm Royal Mail Special Delivery or a same day courier delivery to the following London post Codes: | | | | | | | | | | | |  | |
| E1, EC1, EC2, EC3, EC4 N1, NW1, SE1, SW1, W1, WC1, WC2 | | | | | | | | | | | |  | |
| Other delivery methods include same day courier to post codes not listed above, international delivery, Airport Meet and Greets and Overnight Delivery service. These despatch service methods are available at an additional fee. Extra Embassy visits will also be chargeable. | | | | | | | | | | | |  | |
| To Be paid: On Account/Paid Debit/Credit Card On-Line | | | | | | | | | | | |  | |
| Name on Card: | | | | | | | | | | | |  | |
| Card Number | | | | | | Expiry Date | | | CCV Number | | | | |

**A card CCV Number is the last three digits on the back of your card.**

**Should you have any queries or require any further information please contact us on:** 0203 440 4410

|  |  |
| --- | --- |
| Signature: | Date: |

## **Thank You for choosing Prima Passports and Visas**