



Surname : _____ First name : _____

Nationality : _____ Passport No.: _____

Passport Issue Date: / / Passport Expiry Date: / /

UK VISA TYPE: _____ UK Visa Expiry : / /

D.O.B: / / Schengen Office Reference : _____

| Country/Destination | Travel Dates | Type of Visa Required (business/tourist/other) | Number of Entries (single/double/multiple) |
|---------------------|-------------------|--|--|
| | From: / / To: / / | | |
| | From: / / To: / / | | |
| | From: / / To: / / | | |

Latest date you need your passport by if different from travel date (ASAP is not a valid option): / /

Contact Details: Daytime Ph: _____ Mobile: _____

Email: _____ @ _____

Collection Details Please Indicate here how you will collect your documents

| |
|---|
| <input type="checkbox"/> POST IT BACK BY ROYAL MAIL SPECIAL DELIVERY Between 9am-1pm service £6.00 Postage Fee applies |
| Postal Address: |
| |
| |
| |
| |
| Postcode: |

OTHER.....
....

- WILL COLLECT IN PERSON AT THE SCHENGEN OFFICE
Sign On Collection only:
 I confirm receipt of all original documents and passport(s)

Print Name: _____ Date: / /

Signature: _____

PAYMENT DETAILS

We accept payment by by Debit or Credit card.

PAYMENT AUTHORISATION

I hereby authorise the Schengen Office Ltd to charge a variable amount to my credit/debit card to cover the cost of my/our visa or passport applications, including consular charges and handling fees as detailed on the Schengen Office Website. I understand that there is a **5% surcharge** on payments by CREDIT CARD.

Credit/Debit Card No:

Valid from date:

Expiry Date:

Security Code Issue

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Name of card: _____ Signature: _____ Date: / /

Acceptance of the Schengen Office Terms and Conditions – I hereby confirm acceptance of the Schengen Office Limited Standard Terms and Conditions as summarised here and detailed on the Schengen Office website. All service fees, including embassy fees must be paid at time of application. Service fees are non refundable . The Schengen Office will not be held responsible for any expenses occurred due to delays or refusal of visas. Applicants declare that all information will be provided and if not, The Schengen Office reserves the right to take any action it deems appropriate. The Schengen Office cannot guarantee any visas – this is determined by the Embassy. While every endeavour will be made to ensure that the correct documentation is presented at time of application the Embassy may still choose not to grant the visa without explanation.

Print Name: _____ Signature: _____ Date: / /

| Please state in the boxes, how many of the following you have provided | | FOR OFFICE USE ONLY Please do not write in this side of the box. : Date Received: / / |
|--|--|---|
| Your Passport | | Paid By: Debit / Credit |
| Spouse's Passport | | Embassy Fee: |
| Birth Certificate | | Service Fee: |
| Marriage Certificate Original Home Office letter with stamp | | Postage: |
| Original Tickets Only tick if providing original Flight or Eurostar tickets or Original Vouchers | | AMOUNT PAID: Logged: / / |
| Police Registration Certificate | | Visa Granted: From: / / To: / / Multiple/Double/Single |
| Other: _____ | | Visa Validity Checked By: _____ |

SCHENGEN OFFICE TERMS AND CONDITIONS

In these Terms & Conditions, "The Company" refers to the "Schengen Office" and the "Client" and "You" refer to the person or company who enters into business with the Company by way of signing The Company's Terms & Conditions. Embassy and Consulate are used interchangeably.

All applications placed by Clients with The Company are made and accepted subject to the terms and conditions hereinafter set out. No servant or agent of the Company is permitted to vary these terms unless authorised in writing to do so by the directorate of the Company.

The Company cannot guarantee that you will be granted a visa, as this will be determined by the Embassy and as a result cannot be held responsible for any non-refundable costs (including but not limited to Travel) that you may have incurred or will incur in applying for your visa. While every endeavour will be made to ensure that the correct documentation is presented at time of application the Embassy may still choose not to grant the visa. The Client will not hold the Company accountable for delays, or refusals of consideration of their application. The Company shall not be held liable for any loss howsoever arising, or for any refusal of an application submitted by the Company. The Company cannot guarantee the length or type of visa that will be issued by the Consulate as this will only be determined by the visa officer of the relevant Consulate.

Any information supplied, advice given or service performed by the Company is based only on the latest information at the disposal of the **Schengen Office** whether directly from the various Embassies/Consulates directly or from relevant websites. Regulations, protocol, requirements, fees and processing times can change without notice. Clients should not make confirmed travel arrangements until the required visa has been obtained except in the case where paid travel is a requirement.

The Company shall not be responsible for any failure to perform its obligations hereunder, due to circumstances beyond its control, including but not limited to changes to Consulate requirements, which are made without prior notice and were not able to be included in the advice/literature available at the time of asking or applying. The Company cannot be held liable or responsible for any subsequent additional expense, delay or refusal of the visa, arising from these changes or arising from a request from the embassy for additional information from You.

Should a passport, original document or other item be lost, misplaced, damaged, delayed or destroyed by any means whatsoever, the cost of replacing the item and/or any consequential loss shall be borne by the client. Any contribution by the Company shall be at the discretion of the Company if the fault rests with them. The Company will not be responsible for any loss, damage or delay incurred whilst the client's documents are in transit either to or from the Client regardless of the method of delivery (including Royal Mail). If collecting documents The Client is responsible for checking that original travel documentation (tickets) and/or travellers checks (where provided) have been returned at time of collection. Once you have signed for your documentation we shall not be responsible for documents that are lost in your possession.

The Client agrees to pay "Schengen Office" all service and embassy fees at the time of application. [Service Fees](#) are **non-refundable**. Embassy Fees are non-refundable once application has been submitted to the Embassy. The company reserves the right to change charges at its discretion. Service fees quoted apply at the time of application to the 'Schengen office'. Embassy fees may be subject to change at submission to the embassy. The Client confirms that those fees paid to the Company, does not guarantee any increased speed of consideration of their application and does not guarantee the issuance of the visa requested. The Company reserves the right to withdraw the application, have the visa cancelled or hold the Client's passport should there be any outstanding fee or if a cheque payment has been dishonoured.

The Company reserves the right to act in the best interest of the client upon implied instructions being given and any charges for such services rendered shall be wholly the responsibility of the client. Any increase in Embassy fee at time of submission of the Client's application to the Embassy is payable by the Client.

The Client declares that all the information relating to their application is genuine, true, and complete and information has that may affect your application has not been withheld. Failure to provide accurate information or withholding information may result in Your Visa application being refused. The Company reserves the right to terminate any agreement to represent a Client without prior notice should the Company deem it necessary. Should this clause be invoked, the Company reserves the right to take any action it deems appropriate.

The Client understands that it is their responsibility to check the contents and validity of any visa issued, The Company accepts no liability in respect thereof.

Each of the above conditions shall be read and construed independently of each other so that if one or more is held to be invalid as an unreasonable restraint of trade, or for any other reason whatsoever, then the remaining Terms and Conditions shall be valid to the extent that they are not held to be invalid. Further, in the event that any Term and Condition shall be found to be void but will be valid if some part thereof were deleted, then such Term and Condition shall apply with such modification as may be necessary to make it valid and effective. The failure by the Company at any time or for any period to enforce any one or more of these Terms & Conditions shall not be a waiver of them, or a waiver of the right to enforce such Terms and Conditions on a future occasion.