

**IMPORTANT: Please enter your contact information**

Name: _____	
Email: _____	Tel: _____



**CHECK LIST**

- Receipt** for payment and the signed printout of the application submitted online through the UK consulate website
- Original passport** (Passport must have at least 6 months remaining validity)
- 1 passport size photo**
- Payment** (Filled out Credit Card Authorization form, Certified Check, or Money Order payable to VisaHQ.com)
- Return mailer** (prepaid self-addressed return label or a payment for FedEx)

If you wish to prepay return shipping, please add the shipping fee to the total and provide the return shipping address:

- FedEx Priority Overnight – add \$22
- FedEx Standard Overnight – add \$18
- FedEx 2<sup>nd</sup> day delivery – add \$12
- FedEx Saturday delivery – add \$42

Name: _____	
Address: _____	
_____	
State: _____	Zip: _____

- Original documents confirming your Immigration Status in the USA and permission to re-enter the USA after your trip (Green Card, I20, etc.)
- Copy of the itinerary or flight reservation.
- Employment Letter / Confirmation of Employment
- Evidence of funds: e.g, Recent bank statement (within last 30 days), travelers cheques. (Credit card statements are not acceptable)

**OUR MAILING ADDRESS:**

We recommend FedEx, UPS, or DHL

<b>VisaHQ.com / Attn: Anthony</b> <b>2005 Massachusetts Avenue, NW</b> <b>Washington, DC 20036</b> <b>(202)558-2216</b>
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VisaHQ.com  
2005 Massachusetts Avenue, NW  
Washington, DC 20036  
Tel: 800-345-6541

**Additional documents for business travelers:**

Letter giving full details of proposed business visit and stating employer will be financially responsible. If self-employed: letter of incorporation/business registration document or 1040 tax return.

**Additional documents if visiting family or friends:**

Letter from the person you are visiting explaining your relationship with them and the purpose of your visit. If this person will be supporting you during your visit, or paying for the cost of the visit, you will need to provide: pay slips, bank statements, or some other evidence to show that they have enough money to support you.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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202.558.2216  
Fax: 202.318.4504

### CREDIT CARD AUTHORIZATION FORM

I authorize VisaHQ.com to charge my credit card for the amount of \$ \_\_\_\_\_

Credit Card number: \_\_\_\_\_

Credit Card Expiration date: \_\_\_\_\_

Name on the Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**THANK YOU**

We accept all major credit cards

