



KEY TRAVEL

## Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. ***All Fields must be completed.***

Country & Type of Visa Required	
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### Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
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***\*Express/Normal Processing*** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number \_\_\_\_\_

### Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

**Contact Information**—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

**Form of Payment. Please tick relevant option and provide details.** Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.

**Option 1 - Invoice** ☐ Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide



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Option 2 - Credit/Debit Card ☐

Credit Card ☐

Debit Card ☐

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

Return Instructions - Send my passport and visa to the following address

<p>Please provide full delivery address.</p> <p>Name: : _____</p> <p>Company Name : _____</p> <p>Address: _____</p> <p>Postcode: _____</p>
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By the following method

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	<b>Saturday Service by 9AM</b>	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	<a href="mailto:visa@keytravel.co.uk">visa@keytravel.co.uk</a>
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

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