

# Visa Information Pack

**From: United Kingdom**

**To: 228**

**Visa Type: United Kingdom Passport Services New Second Passport**



## Thank you for your order

The following documents are required to apply for this specific visa type.

### Application Form

- One completed and signed original Passport Application form. This form must:
  - Be obtained from your local Post Office or requested from Universal visas. Copied forms are not accepted.
  - Be completed in black ink. Minor mistakes can be crossed out with black pen. Correction fluid not permitted.
  - Be completed in block capital letters
  - Contain all answers within the white boxes on the form
  - Provide daytime contact phone numbers where requested
  - Provide a UK based address
  - Must complete Section 10 (Countersignatory)

### Passport

The applicant's original first passport (which must be valid for a least one year).

### Photos

Provide two colour, passport type photographs that meet the following strict criteria: Be in colour on plain white photographic paper taken against a cream or light grey background; be 45mm by 35mm in size; be identical; be taken in the last 30 days; be facing forward, looking straight at the camera; have a neutral expression with the mouth closed; have nothing covering the face or head (unless for religious or medical reasons); show the eyes open, and free from reflection or glare from glasses; show the eyes not covered by sunglasses, tinted glasses, glasses frames or hair; show the eyes without "red eye" and be free from any shadows whatsoever. Further details on these strict requirements can be viewed via this website: <https://www.gov.uk/photos-for-passports> Please note: One photograph must be countersign at the back, second must be left blank.

### Business Letter

An original letter of introduction from the applicant's employer detailing the need for a Second Passport. This letter must:

State at least six countries that the applicant travels to frequently which require visas

Be signed by the applicant's Manager/Company Director

Applicants who are self employed must ensure this letter is signed by their accountant.

Applicants whose company are based outside the UK must state the they do not hold offices in

the United Kingdom.

### **Appointment System**

**An appointment will not be made until Visas2 has the whole and complete application. Once an appointment is made with the passport office, the application cannot be cancelled without losing the passport office fee.**

### **Letter of authorisation**

One completed and signed Letter of Authorisation permitting Visas2 to submit the application on your behalf. **This must be completed and signed in original.**

### **Visa Information:**

The processing time is 6-7 working days after the application is submitted at the passport office. We will make an appointment on your behalf to submit application once we receive the application and all the required paperwork. Current waiting time for appointments is 5-6 working days.

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

### **Step 2: Visas2 will process the application**

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

### **Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with

the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

**Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.