



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **AZERBAIJAN BUSINESS NORMAL VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Must have at least 2 blank visa pages.
  - Must be valid 3 months after the expiry of the visa.
- Supply a photocopy of the photo ID page from the applicants passport.
- Visa Application Form
  - Visa form completed online. Print and sign. [View Form](#)
  - You will find also find a link with this in our document pack.
- Photograph
  - One recent passport size photograph of photo booth quality, on an off whitish background. This must be glued to the visa form.
- Invitation from Azerbaijan
  - Either as a letter of authorisation (Telex) from the Ministry of Foreign Affairs of Azerbaijan Republic.
  - Or as a letter from the Azerbaijan company:
    - If using a letter from the company then please note that you will only apply for a single entry on the normal service
  - Include the following points:
    - Passport number and Nationality.
    - Date of Birth
    - Applicants full name.
    - Passport date of issue and expiry date
    - State how many entries as needed.
    - State dates of entry and exit.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important information:
  - All multiple entry visas must have a letter of authorisation (Telex) from the Ministry of Foreign Affairs of Azerbaijan Republic.
  - The Express service (quickest) is only available to those with a telex of invite from the Ministry of Foreign affairs.
  - Additional Documentation: Holders of EU member state and EEA (European Economic Area), except citizens of the UK, Ireland, Iceland, and Denmark, must provide a good quality copy of at least two of the following documents to prove their residency: Copy of recent utility bill, Copy of recent bank statement, Latest credit statement, Mobile phone bill / contract, Letter from NHS.
  - Kindly note that the Embassy no longer provides collection dates for visas, no matter which service has been paid for. Instead they will email Regent Visas when they are ready There is the possibility that the visa could be issued later than expected.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Azerbaijan Business"/>	<input type="text" value="Normal"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE