



## 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.

## **FRANCE TOURIST (SINGLE) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Completed and signed visa questionnaire form and part 4 form (the actual application form will be completed by us;)
  - You find both forms in our downloadable pack.
- Passport
  - Must be valid 3 Months beyond the return date from the Schengen states.
  - Also include 1 copy of the Bio page(s) with the photo and signature.
  - Include photocopies of previous Schengen visas if they are in an old passport) issued in the last 3 years.
  - Extended passports older than 10 years are not acceptable.
  - Must have two blank pages adjacent.
  - If the signature page is not on the bio page then supply a photocopy of the signature page is also required.
- UK Residence Permit
  - C type visitor visa is not acceptable.
  - If it is a BRP card then supply the original plus a photocopy of both sides.
  - If it is in the passport also supply a photocopy.
  - Must be valid 3 Months beyond the return date from Schengen area.
- Photograph
  - Must be in colour, 3.5 x 4 cm (approx. 1.2 x 1.6 inch).
  - Supply Two recent Passport sized photo of photo booth quality on a white or off white background.
- Proof of Employment:
  - Recent original letter, not older than 30 days, confirming the start date of employment and the applicants position.
  - Payslips for the last 3 onths (online copies are acceptable).
  - Certificate of Incorporation. Applicants name must be on it. If not then additional proof must be supplied.
  - Solicitor. When the company has been registered by a solicitor.
  - The Applicants Accountant where the accountant is not a part of the company.
  - Either the last Tax return form or an original Self-employment letter, no older than 30 days, addresses to the Embassy and obtained from:
    - If Self-employed:
      - Alternatively, supply the last 3 payslips. Copies are acceptable
      - Specify date of recruitment and position in the company.
      - Must have an original HR stamp and signature from the HR department.
    - Sponsors Employers Letter. Not older than 30 days.
  - House wives (unemployed) must supply all sponsorship documents from their spouse. In addition supply the original marriage certificate (officially translated if not issued in the UK or France, and certified as a true copy by their Embassy), and sponsors passport or certified copy.
- Proof of Funds:
  - In case of minors proof of funds from one parent is required. But if over 18 then bank statements are mandatory as they count as adults, they can however be sponsored by parent.
  - In the case of being sponsored supply an original letter from Sponsors employer/self employed. See details under Proof of Employment.
  - Supply the Sponsors Bank statements copies from the last 3 months.

## **FRANCE TOURIST (SINGLE) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Sponsorship letter from the sponsor.
- Supply proof of relationship (marriage/birth certificate, original and a copy). Any documents not in English or French must be translated by a certified translator.
- Supply sponsors passport copy
- If the applicant is being sponsored (only immediate family members can sponsor) :
- Travellers cheques. Covering the same amount of £50 per day, but can only be submitted as an addition to the bank statements, not as a substitute.
- UK Bank statements for the last 3 months, up to date (not older than 30 days), and showing applicants name and the account in which the salary goes into it. They can either be original or online. It must show a balance to cover £50 per day in the Schengen area.
- Proof of Travel:
  - If applicant is not the driver, driver's passport, driving license and cover letter (signed & dated) confirming joint travel with applicant and travel dates need to be provided too.
  - If travelling by Car supply Driving licence, car registration, car insurance and return tickets (ferry or Eurotunnel mentioning applicants name and registration number).
  - Fully pre-paid return travel tickets. Must have the applicants full name on them.
- Proof of Accommodation:
  - If not staying in paid for accommodation then supply an original Invite letter from France
  - Hotel/ holiday home confirmed reservation: Names of applicants, arrival and departure date, address of the hotel and contact details should be clearly stated. If the applicant is also travelling to other Schengen States, proof of accommodation in each of the Member States is required. If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ ID card + passport signature page, if signature is not on passport's bio-page. When accommodation is reserved for a group, then a list with the names of the group members will also be required.
- Travel insurance (all-risk medical travel insurance):
  - Applicants insured through a bank, must obtain a bank letter confirmation as bank statements alone are not sufficient; it has to be recent (not older than 30 days from the date of the application).
  - Minimum coverage EUR 30 000. (clause to be stated on the medical insurance)
  - Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay (The words Urgent/Emergency Medical attention/treatment & Repatriation must be on the policy).
  - Valid for all Schengen States
  - Covering the entire period of intended stay
  - Clearly showing the applicant's name
- Family member of EEA/ EU/ Swiss national citizen (additionally): applied to spouses or children under the age of 21 of EEA/ EU/ Swiss national passport holders:
  - When travelling by car: Driving license, car registration, car insurance, fully paid return travel tickets (ferry or Eurotunnel) mentioning the registration number of the car, both the applicant's and their family member's name and also accomodation bookings need to be submitted. If applicant is not the driver, driver's passport, driving license and cover letter (signed and dated) confirming joint travel with applicant and travel dates need to be provided, too.
  - Where there is no blood line to the family member who is the EU member (as in the case of Step children) these applicants cannot apply as EU family members, even though they may hold BRP cards with EU family member status.member BRP cards cannot apply as
  - Note: No proof of adequate funds, travel insurance and proof of accomodation is needed from applicants who are travelling together by plane or intend to meet their family member in Greece (optional). Family members of EEA/ EU/ Swiss national citizens who are travelling by themselves and do not intend to meet their their family member in Greece, nedd to submit all the standard and supporting documentation as per the checklist, and pay full visa

- fees.
- Flight reservation with details of applicant and EEA/ EU/ Swiss national: Fully paid return travel tickets, mentioning both the applicant's and the EEA/ EU/ Swiss national family member's name and travel dates to and from the Schengen Area, as per the proof of travel specifications (field B3).
- Proof of relation to EEA/ EU/ Swiss national citizen: marriage/ birth certificate (original to be seen and photocopy to be submitted), if not in English or Greek, then translation by a certified translator in the U.K. of the same document is required.
- EEA/ EU/ Swiss national citizen's passport (original to be seen and photocopy to be submitted)
- Statement for EU family members to be signed by the applicant You will find one in our downloadable pack.
- Supply originals of all requested documents, plus 1 photocopy.
- Minors:
  - Children under 18 years must be accompanied by both parents. If not possible contact Regent Visas.
  - Also, supply a copy of the Birth certificate.
  - Minors must supply their full Original Birth certificate. It must show both parents name.
  - Minors are applicants who have not reached the age of 18 years.
- For students supply an original letter from University, confirming the details of the course (not older than 3 months).

## **FRANCE TOURIST (SINGLE) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Important Information:
  - For Minors under 12 years old the visa fee is Gratis. An admin fee of £1.95 may be applied.
  - The cost of the visa for spouses or children of EU citizens travelling with the latter and as long as all the correct supporting documents are supplied then the visa fee is Gratis. An admin fee of £1.95 may be applied.
  - For this destination (France) although part of the Schengen agreement, applicants over 12 years old must attend for a finger print scan, unless they have had a scan for a previous Schengen visa within the last 5 years. However, if the previous Schengen visa was issued by the Czech Embassy then the applicant must attend the French visa centre for a finger scan.
  - An appointment has to be booked to lodge the application. After lodging the applicant will be advised when to attend the visa centre for a finger print scan. The scans are done in the afternoon no later than 2.30pm

# 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="France Tourist (Single)"/>	<input type="text" value="Standard"/>	<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