



WORLDCHOICE / BENMAR REQUEST FORM

Details	Branch and Reference
	Telephone

VISA REQUIREMENT

Country	Dates	Purpose of Trip (business / tourism)	Entries (single / double / multi)
	From: / / To: / /		
	From: / / To: / /		
	From: / / To: / /		

PASSPORT REQUIREMENT (tick relevant boxes)

<input type="checkbox"/> New or Renewal Standard-size Adult Passport	<input type="checkbox"/> Extension to existing passport
<input type="checkbox"/> New or Renewal Standard-size Child Passport	<input type="checkbox"/> Second Passport – Standard-size
<input type="checkbox"/> New or Renewal Large-size Adult Passport	<input type="checkbox"/> Second Passport – Large-size
<input type="checkbox"/> New or Renewal Large-size Child Passport	<input type="checkbox"/> Gender Change
<input type="checkbox"/> Amendment to existing Passport (name / photo)	

RETURN / DELIVERY (tick relevant boxes)

<input type="checkbox"/> Royal Mail Special Delivery Post	<input type="checkbox"/> Airport Delivery to _____
<input type="checkbox"/> Personal Collection from Benmar Office	<input type="checkbox"/> Other Method (please give details):
<input type="checkbox"/> Courier Delivery	
If documents to be delivered to an address other than that shown above, please indicate the address here:	

ENCLOSURES (tick relevant boxes - ***underlined items are required for all applications***)

<input type="checkbox"/> <u>Passport(s)</u>	<input type="checkbox"/> Letter of Invitation or Sponsorship	<input type="checkbox"/> Proof of Funds
<input type="checkbox"/> <u>Photograph</u>	<input type="checkbox"/> Evidence of Medical Insurance	<input type="checkbox"/> Other:
<input type="checkbox"/> <u>Visa or Passport Application Form(s)</u>	<input type="checkbox"/> Vaccination Certificate(s)	
	<input type="checkbox"/> Evidence of Hotel Booking	

Please send this form, with all relevant supporting documents, by *special delivery* to:

**Benmar Passport & Visa Service Ltd. Manfield House, 1 Southampton Street,
London WC2R 0LR.**

Do not be concerned if your submission is incomplete or incorrect, we will contact you immediately to resolve any issues arising from your application.

VISA APPLICATION FORM FOR FOREIGNERS

1. Full name (in BLOCK letters and underline surname)

.....
.....

2. Male

Female

3. Date of birth
(dd/mm/yy)

--	--	--	--	--	--	--	--



4. Place of birth.....

5. Nationality.....

6. Passport number.....

Issuing authority.....

Issuing date.....

Expiry date.....

7. Occupation.....

Place of work.....

Office telephone.....

8. Home address.....
(month)

Home telephone.....

9. Children accompanying (full name, DOB, relation)

.....

.....

10. Purpose of visit
(Tourism/Business/If others, pls. specify)

.....

Name & address of contact in Vietnam (if applicable)

.....

.....

11. Proposed date of entry & exit

From.....to.....

(Maximum duration of stay for tourists is one

12. Number of entries.....

Single

Multiple

**I declare the above information is true and
for which I shall take full responsibility.**

Date.....

Signature

PLEASE, READ THE FOLLOWING APPLICATION PROCEDURES

- Submit in person or by mail your passport and one completed application form with a recent photo (and that of accompanying child) affixed on the box. Forms can be photocopied. Only in express case can the application form be faxed to the Embassy, and the original documents be submitted upon visa collection.
- If you want your passport returned by post, please add 5 GBP and send in your self-addressed envelop. Please **check all details of your visa upon collection.**
- 5 working days are required to process normal tourist visa application or 2 working days for express service; 7-10 working days required for business visas. Visa fees are various. For further relevant fee information, call the Embassy or email consular@vietnamembassy.org.uk. Fee payment by cash, postal orders or certified cheque payable to the Embassy of Vietnam. The application shall not be processed unless the fee is fully paid and your name, address and direct telephone number are written on the back of your cheque. All payments are non-refundable.
- Visa hours: 2.00-5.30PM, Mon-Fri, except public holidays./.