The Travel Visa Company

Your Dedicated, Worldwide Travel Visa Agency

REFERRED BY

i.e. Travel Agent / Tour Operator / Cruise Line / Search Engine / Repeat Customer / Friend / Other

You **MUST** return this front page with your application.

RETURN ADDRESS

The Travel Visa Company Ltd.
First Floor Unit 10
Alvaston Business Park
Middlewich Road
Nantwich, Cheshire
CW5 6PF

SUPPORT

If you have any queries or would like additional assistance when completing your application, please contact us and one of our team would be happy to assist.

Telephone: **01270 904 907** | Email: **applications@thetravelvisacompany.co.uk**

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Police Certificate (ACRO) Application Pack

Thank you for requesting an application pack for a Police Certificate (ACRO).

Please complete the following three sections and then return the application pack and all supporting documents to The Travel Visa Company Ltd.

1. **Checklist of the documents required**
2. **Service and delivery options**
3. **Address and payment details**

PLEASE NOTE

The Travel Visa Company do not issue your police certificate. This is undertaken by the ACRO Criminal Records Office and can take **UP TO 5 WEEKS** to process your application on the *Standard* service.

1. Checklist of the documents required

✓ Please tick to confirm you have provided the following:

☐ **ACRO APPLICATION FORM** – Please find attached. It is important to carefully read through all the questions and fully complete all forms in **BLOCK CAPITALS** with a **BLACK PEN**. All application forms **MUST** be printed single-sided. Application forms printed double-sided **WILL NOT** be accepted.

☐ **COPY OF PASSPORT** – Please include a **colour** copy of the photograph page of your passport. Your passport must be valid for at least 6 months upon return to the UK.

☐ **PHOTOGRAPH(S)** – The photograph must be passport size, taken within the last 6 months, against a light background, printed on photographic paper, be full face and non-smiling [without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background].

☐ **PHOTOGRAPH HOLDING PASSPORT** – This must be a photograph of yourself holding your passport with the photograph page open and facing towards the camera. The photograph should only include your shoulders and face with your passport held next to your face. All details on your passport must be legible.

☐ **SIGNED LETTER OF AUTHORISATION** – Please ensure you complete and sign the letter of authorisation found at the back of the application form. Your ACRO application cannot be processed without this signed letter.

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☐ **PROOF OF ADDRESS** – Please provide evidence of your current address. This can be a recent utility bill, bank statement or council tax bill. The document should be dated within the last 3 months and show your full name and address.

Failure to provide us with these documents will result in delays with your application.

2. Service and delivery options

✓ Please tick to confirm which service and delivery type you are requesting:

	Service Type	Processing Time	Document Fee	Service Fee	VAT	Total
☐	Standard	25 days*	£68.00	£55.79	£11.16	**£134.95**
☐	Priority	5 days*	£121.00	£86.62	£17.33	**£224.95**

*Working days excluding postal days.

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	Delivery Type	Price
☐	Royal Mail Special Delivery	£15.00
☐	Provide Pre-Paid Special Delivery Envelope*	-
☐	Collect from TVC Office	-

DATE OF TRAVEL

..... DD/MM/YYYY

LENGTH OF STAY

..... Days

*If you provide a pre-paid envelope please ensure it has your return address and the correct postage amount.

3. Address and payment details

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

Email: .....

EMAIL MARKETING (not required)

☐ I would like to sign up to the TVC mailing list.

We do not share your data with any third parties. To view our privacy policy, visit:

www.thetravelvisacompany.co.uk/privacy

☐ **Credit/Debit Card**

Name on card:

.....

Card Number:

.....

Expiry Date: ..... CVC: .....

☐ **Paypal** paypal@thetravelvisacompany.co.uk

☐ **Cheque**

☐ **BACS** Reference: .....

Cheque/BACS payments are to be made payable to "The Travel Visa Company Ltd."

Bank Details: 68032405 / 08-92-50

TERMS & CONDITIONS (required)

☐ I have read, fully understood and agree to the Terms & Conditions and Client Declaration.

www.thetravelvisacompany.co.uk/terms www.thetravelvisacompany.co.uk/declaration

Signed: ..... Date: .....

Please contact us if you would like to receive a printed copy of these documents.

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Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

Surname:
As shown in passport

Given name(s):

Have you ever used or been known by any other name?
☐ Yes ☐ No

If yes Previous name(s):

Gender: ☐ Male ☐ Female ☐ Intersex

Date of birth:
DD/MM/YYYY

Place of birth:
Town/City:
State/Province:
Country:

UK National Insurance Number:

UK Driving Licence Number:
If applicable

Passport Details

Passport type: ☐ Regular ☐ Official ☐ Diplomatic

Passport number:

Issuing country:

Issuing authority:

Issue date: DD/MM/YYYY

Expiry date: DD/MM/YYYY

Do you hold another valid passport?

☐ Yes ☐ No

If yes Passport number:

Issuing country

Expiry date:
DD/MM/YYYY

Contact Details

Phone number:

Email address:

Current address:

Date from: MM/YYYY

If you have lived at your current address for less than 10 years please give details for all previous addresses for this period.

Previous address:

Date from: MM/YYYY Date to: MM/YYYY

If required, please use the 'Additional Details' section.

Personal History

Have you ever lived in Scotland? ☐ Yes ☐ No

Have you ever lived in Northern Ireland? ☐ Yes ☐ No

Are you a serving, ex-serving, dependant or ex-dependant, partner or ex-partner of a servicing or ex-servicing member of the UK armed forces or are you a civilian that has been subject to UK armed forces acts?
☐ Yes ☐ No

Are you the subject of outstanding criminal proceedings?
☐ Yes ☐ No

If yes Alleged offence(s) 1:

Date of court hearing:
DD/MM/YYYY

Court:

Adjudication details:

If required, please use the 'Additional Details' section.

INSTITUTE OF Travel & Tourism

Tel: 01270 904 907
enquiries@thetravelvisacompany.co.uk
www.thetravelvisacompany.co.uk

Personal History (continued)

Please provide details of any times you have been arrested, cautioned, warned or reprimanded or been convicted of a criminal offence in England, Wales, N. Ireland or Scotland:

Offence(s) 1:

Date of court hearing: DD/MM/YYYY

Court:

Disposal/sentence details:

Offence(s) 2:

Date of court hearing: DD/MM/YYYY

Court:

Disposal/sentence details:

If required, please use the 'Additional Details' section.

Travel Details

Country you intend to travel to:

Intended date of travel: DD/MM/YYYY

Additional Details

Please tick to confirm you have read, fully understood and agree to the following:

☐ I, the applicant, hereby certify that I have read, or have had read to me, all the questions and statements on this application and understand all the questions and statements on this application. The answers and information furnished in this application are true and correct to the best of my knowledge and belief.

Print name (BLOCK CAPITALS): .....

Date: ..... DD/MM/YYYY

INSTITUTE OF Travel & Tourism

LETTER OF AUTHORISATION

Dear ACRO Criminal Records Office,

Please be advised that I, _____ authorise The Travel Visa Company Ltd to act on my behalf with regard to my ACRO application.

The Travel Visa Company can be contacted using the following details:

Telephone: 01270 904 907

Email address: _____

Address:
The Travel Visa Company Ltd.
First Floor, Unit 10
Alvaston Business Park
Middlewich Road
Nantwich
Cheshire
CW5 6PF

I would be very grateful if you could issue my ACRO Certificate as soon as possible as it is required for my visa application.

Yours sincerely,

Name of applicant: _____

Signature: _____

Date: _____