

## 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](mailto:applications@thetravelvisacompany.co.uk)**

## United States of America Business Visa (B-1) Application Pack Pre-Check & Application Registration

Thank you for requesting an application pack for a USA Business Visa (B-1).  
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

This visa application requires all applicants to make a personal appearance at the US Embassy in London. As part of our service, we will arrange this interview for you.


It is advised that applicants should not make any final travel plans until the visa application has been processed and the visa has been issued.

### What is included with our Pre-Check and Application Registration service?

- We quality check your application form and all supporting documents to ensure you have provided all the required information, reducing the risk of refusal at the embassy.
- We complete the official online US B-1 Visa application forms on your behalf.
- We arrange your appointment at the US Embassy in London at a convenient date and time (dependant on opening hours and appointment availability).

## 1. Checklist of the documents required

- ✓ Please tick to confirm you have provided the following:
- USA B-1 VISA 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 copy of the photograph page of your passport. Your passport must be valid for at least the entire duration of your proposed stay in the USA.
  - PHOTOGRAPH x1** – The photograph must be 5 x 5 cm (2" x 2") 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].
  - BUSINESS INVITATION LETTER** – Please provide a letter of invitation from a company in the USA containing your names, place and date of birth, passport number, length of stay and purpose of business trip.
  - UK COMPANY LETTER** – Please provide a letter from your UK employer containing your names, place and date of birth, passport number, length of stay and purpose of business trip.
  - ACRO POLICE CERTIFICATE** – **IF** you are applying for this visa because you have been arrested, convicted, or cautioned you must provide a copy of a ACRO Police Certificate dated within the last 6 months.
    - **DON'T HAVE AN ACRO?** – If you do not already have this document, The Travel Visa Company offer a service to obtain this on your behalf for an additional fee. Please visit [www.thetravelvisacompany.co.uk/services/acro](http://www.thetravelvisacompany.co.uk/services/acro)
  - UK IMMIGRATION SHARE CODE** – If you are a non-UK national residing in the UK, you must provide your UK immigration share code on the application form. This can be obtained at: [www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)

 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	Embassy Fee	Service Fee	VAT	Total
<input type="checkbox"/>	Standard	15 days*	£185.00 <sup>†</sup>	£116.62	£23.33	<b>£324.95</b>
<input type="checkbox"/>	Priority	5 days*	£185.00 <sup>†</sup>	£158.29	£31.66	<b>£374.95</b>

\*Working days excluding postal days.

<sup>†</sup> Includes visa fee and courier fees.

### **i** IMPORTANT

Please be aware that during peak times Embassy appointments can be fully booked for up to several months at a time. The above processing times are The Travel Visa Company's and do not include the Embassy's interview wait time or processing time.

**!** If selecting our priority service, please address to "The Travel Visa Company – Priority".

Continued overleaf...

Delivery Type	Price
<input type="checkbox"/> Email Confirmation	-
<input type="checkbox"/> Provide Pre-Paid Envelope*	-
<input type="checkbox"/> Posted Confirmation	£5.00
<input type="checkbox"/> 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: .....

**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

**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](http://www.thetravelvisacompany.co.uk/privacy)

**TERMS & CONDITIONS** (required)

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

[www.thetravelvisacompany.co.uk/terms](http://www.thetravelvisacompany.co.uk/terms)

[www.thetravelvisacompany.co.uk/declaration](http://www.thetravelvisacompany.co.uk/declaration)

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

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

## Personal Information

Surname:  As shown in passport

Given name(s):  As shown in passport

Other / former name(s):  If applicable

Gender:  Male  Female

Marital status:  Married  Divorced  Single  Widowed  
 Other

Date of birth:  DD/MM/YYYY

Place of birth:

Town/City:

State/Province:

Country:

Nationality:

Do you have or have you ever held any other nationalities?  
 Yes  No

**If yes** Other nationality:

National ID number:  If applicable

Passport number:  If applicable

Are you a permanent resident of a country other than your country of nationality?  
 Yes  No

**If yes** Country:

National Identification Number:   Does not apply to me

US Social Security Number:   Does not apply to me

US Taxpayer ID Number:   Does not apply to me

## Passport Details

Passport type:  Regular  Official  Diplomatic

Passport number:

Issuing country:

Issuing authority:

Issue date:  DD/MM/YYYY

Expiry date:  DD/MM/YYYY

Have you ever lost your passport or had one stolen?  
 Yes  No

**If yes** Passport number:   Not known

Country:   Not known

Explain:

## Travel Details

Purpose of travel to the US:

Have you made any specific travel plans?  
 Yes  No

**If yes**

Arrival date:

Arrival flight:

Arrival city:

Departure date:

Departure flight:

Departure city:

Location:

**If no**

Intended date of travel:  DD/MM/YYYY

Intended length of stay:

## Travel Details

Provide a rough idea of where you will be staying in the US:

Who is paying for this trip?

Self  Other person  Other company

**If other**

Name:

Relationship to you:

Telephone:

Email:

Address:

Are there other persons travelling with you?

Yes  No

**If yes**

Are you travelling as part of a group or organisation?

Yes  No

**If yes**

Group name:

**If no**

Travel companion details

Surname:

Given names:

Relationship:

Have you ever been to the USA?  Yes  No

**If yes**

Visit 1

Date of arrival:

Length of stay:

Visit 2

Date of arrival:

Length of stay:

Visit 3

Date of arrival:

Length of stay:

## Travel Details

Do you or have you ever held a US driving license?

Yes  No

**If yes**

License No.:

State of license:

Have you ever been issued a US visa? (ESTA not included)

Yes  No

**If yes**

Date of issue:

Date of expiry:

Visa number:  (If known)

Are you applying for the same visa type?  Yes  No

Are you applying in the same country or location where the visa above was issued, and is this country your place of principal residence?

Yes  No

Have you ever had your biometric information (fingerprints) collected by the US Embassy?

Yes  No

Have you ever had a US visa stolen or lost?

Yes  No

**If yes**

Year it was stolen:

Explain:

Have you ever had a US visa cancelled or revoked?

Yes  No

**If yes**

Explain:

### Travel Details

Have you ever been refused a US visa or been refused admission to the US?

Yes  No

**If yes**

Explain:

Have you ever been denied travel authorisation by the Department of Homeland Security through the Electronic System of Travel Authorisation?

Yes  No

**If yes**

Explain:

Has anyone ever filed an immigrant petition on your behalf with the United States Citizenship and Immigration Services?

Yes  No

### US Point of Contact

Organisation name:

 (If applicable)

Surname:

Given names:

Date of birth:

 DD/MM/YYYY

Relationship to you:

Address:

Phone number:

Email address:

### Applicant Contact Details

Phone number:

Email address:

Current address:

### Social Media Details

Do you have any social media accounts?

Yes  No

**If yes**

Social Media:

 e.g. Facebook

Username:

Social Media:

 e.g. Facebook

Username:

### Spouse Details

If your spouse is deceased, please still provide their details below, excluding address, phone and email.

Surname:

Given name(s):

Date of birth:

 DD/MM/YYYY

Nationality:

Place of birth:

Address:

Phone number:

Email address:

### UK Immigration Share Code

Not Applicable

This can be obtained at: [www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)

### Previous Spouse Details

Does not apply to me

Surname:

Given name(s):

Date of birth:  DD/MM/YYYY

Nationality:

Place of birth:

Date of marriage:  DD/MM/YYYY

Date marriage ended:  DD/MM/YYYY

Country marriage ended:

How the marriage ended:

### Parent Information

*If deceased, you **must** still provide name, nationality and DOB.*

Father's surname:

Father's given name(s):

Father's date of birth:  DD/MM/YYYY

Is your father in the US?

Yes  No

**If yes**

Status in the US:

- Nonimmigrant   
  US Citizen   
  US Legal  
 Resident   
  Other   
  Do not know

Mother's surname:

Mother's given name(s):

Mother's date of birth:  DD/MM/YYYY

Is your mother in the US?

Yes  No

**If yes**

Status in the US:

- Nonimmigrant   
  US Citizen   
  US Legal  
 Resident   
  Other   
  Do not know

### Other Family Information

Do you have any immediate relatives, not including parents, in the US?

Yes  No

**If yes**

Surname:

Given name(s):

Relationship to you:

Relatives status:

**If no**

Do you have any other relatives in the US?

Yes  No

**If yes**

Surname:

Given name(s):

Date of birth:  DD/MM/YYYY

Country of origin:

Place of Birth:

Address:

### Work/Education/Training

Occupation:

Employer name:

Employer Address:

Employment start date:  DD/MM/YYYY

Employer phone number:

Monthly income: £

Brief description of duties:

### Work/Education/Training

Were you previously employed?

Yes  No

**If yes**

Employer name:

Address:

Phone number:

Job title:

Supervisor surname:

Supervisor given name:

Employment start date:  DD/MM/YYYY

Employment end date:  DD/MM/YYYY

Brief description of duties:

Have you attended any educational institutes at a secondary level or above?

Yes  No

**If yes**

Name of institute:

Institute address:

Course of study:

Course start date:  DD/MM/YYYY

Course end date:  DD/MM/YYYY

### Other Details

Do you belong to a clan or a tribe?

Yes  No

**If yes**

Name of clan or tribe:

Languages you speak:

### Other Details

Have you travelled to any countries within the last five years?

Yes  No

**If yes**

List all countries:

Have you belonged to, contributed to, or worked for any professional, social or charitable organisations?

Yes  No

**If yes**

Names of organisations:

Do you have any specialised skills in firearms or explosives, or nuclear, biological or chemical experience?

Yes  No

**If yes**

Explain:

Have you ever served in the military?

Yes  No

**If yes**

Country:

Branch:

Rank/Position:

Speciality:

Date from:  DD/MM/YYYY

Date to:  DD/MM/YYYY

Have you ever served in, been a member of, or been involved with a parliamentary unit, vigilante unit, rebel group, guerilla or insurgent organisation?

Yes  No

**If yes**

Explain:

## Security and Background Questions

Do you have a communicable disease of public health significance?

Yes  No

Do you have a mental or physical disorder that poses or is likely to pose a threat to the safety or welfare of yourself or others?

Yes  No

Are you or have you ever been a drug abuser or addict?

Yes  No

Have you ever been arrested or convicted for any offense or crime, even if subject of a pardon, amnesty, or other similar action?

Yes  No

Have you ever violated, or engaged in a conspiracy to violate, any law relating to controlled substances?

Yes  No

Are you coming to the United States to engage in prostitution or unlawful commercialized vice or have you been engaged in prostitution or procuring prostitutes within the past 10 years?

Yes  No

Have you ever been involved in, or do you seek to engage in, money laundering?

Yes  No

Have you ever committed or conspired to commit a human trafficking offense in the United States or outside the United States?

Yes  No

Are you the spouse, son, or daughter of an individual who has committed a human trafficking offense and have you within the last five years, knowingly benefited from the trafficking activities?

Yes  No

Have you knowingly aided, abetted, assisted or colluded with an individual who has committed or conspired to commit a severe human trafficking offense in the United States or outside the United States?

Yes  No

Do you seek to engage in espionage, sabotage, export control violations, or any other illegal activity while in the United States?

Yes  No

Do you seek to engage in terrorist activities while in the United States or have you ever engaged in terrorist activities?

Yes  No

Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist organizations?

Yes  No

Are you a member or representative of a terrorist organization?

Yes  No

## Security and Background Questions

Are you the spouse, son, or daughter of an individual who has engaged in terrorist activity, including providing financial assistance or other support to terrorists or terrorist organizations, in the last five years?

Yes  No

Have you ever ordered, incited, committed, assisted, or otherwise participated in genocide?

Yes  No

Have you ever committed, ordered, incited, assisted, or otherwise participated in torture?

Yes  No

Have you committed, ordered, incited, assisted, or otherwise participated in extra judicial killings, political killings, or other acts of violence?

Yes  No

Have you ever engaged in the recruitment or the use of the child soldiers?

Yes  No

Have you, while serving as a government official, been responsible for or directly carried out, at any time, particularly severe violations of religious freedom?

Yes  No

Have you ever been directly involved in the establishment or enforcement of the population controls forcing a woman to undergo an abortion against her free choice or a man or a woman to undergo sterilization against his or her free will?

Yes  No

Have you ever been directly involved in the coercive transplantation of human organs or bodily tissue?

Yes  No

Have you ever been the subject of a removal or deportation hearing?

Yes  No

Have you ever sought to obtain or assist others to obtain a visa, entry into the United States, or any other United States immigration benefit by fraud or wilful misrepresentation or other unlawful means?

Yes  No

Have you failed to attend a hearing on removability or inadmissibility within the last five years?

Yes  No

Have you ever been unlawfully present, overstayed the amount of time granted by an immigration official or otherwise violated the terms of a U.S. visa?

Yes  No

**Security and Background Questions**

Have you ever been removed or deported from any country?

Yes  No

Have you ever withheld custody of a U.S. citizen child outside the United States from a person granted legal custody by a U.S. court?

Yes  No

Have you voted in the United States in violation of any law or regulation?

Yes  No

Have you ever renounced United States citizenship for the purpose of avoiding taxation?

Yes  No

Have you attended a public elementary school on student (F) status or a public secondary school after November 30, 1996 without reimbursing the school?

Yes  No

**Security and Background Questions**

If you have answered yes to any of the Security and Background Questions, please explain (you must provide as much detail as possible):