

# TRAVCOUR (UK) LTD ORDER FORM

Falcon House, Suite 2, 19 Deer Park Road, Wimbledon, SW19 3UX  
 Tel: 020 85431846 (9.00am to 5.00pm)  
 e-mail: [info@travcour.com](mailto:info@travcour.com) Website: [www.travcour.com](http://www.travcour.com)  
 Open Hours: (Mon – Fri) 9.00am to 5.00pm



## SERVICES FOR TURKMENISTAN VISAS - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please insert dates of travel & tick the service you are applying for.

Turkmenistan Visas	Dates of entry/exit	✓	Embassy fee standard service	✓	Embassy fee express service	Travcour service charge
10 day single entry	/ / To / /		50.00		85.00	50.00
20 day single entry	/ / To / /		65.00		115.00	50.00
1 month single entry	/ / To / /		75.00		135.00	50.00
1 month multiple entry	/ / To / /		80.00		145.00	50.00
2 month multiple entry	/ / To / /		120.00		225.00	50.00
3 month multiple entry	/ / To / /		160.00		305.00	50.00

Please select the type of return you need us to use for your documents. Post & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

✓	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a>
	DHL International Ltd	40.00	For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>
	Travcour courier hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	Personal collection	N/A	Please await our call to advise your documents are ready
	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

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Expiry: ...../..... 3 digit SCN

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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd  
 Account number; 60960055  
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First Names .....Surname.....

Address .....

.....Postcode .....

Telephone Number .....Email .....

If you require your documents by a certain time, please indicate the latest date you would like them returned to you: ...../...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature .....(passport holder or legal guardian) Date ...../...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at [www.travcour.com](http://www.travcour.com). Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

Registered Company No: 4651386

VAT No: 238 0357 68

# **DOCUMENT CHECKLIST**

## **TURKMENISTAN VISAS**

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email [info@travcour.com](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – 10 working days**

**Express service – 3 working days**

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

**In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.**

- Order form fully completed and signed**
- Visa application fully completed & signed.**
- 1 x passport photo - professional photos only on pale grey background**
- Passport plus copy of ID page**
- Invitation issued by the State Migration Service in Turkmenistan. Your tour operator will apply for this for you.**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.



# Посольство Туркменистана

в Соединённом Королевстве Великобритании и Северной Ирландии

## Embassy of Turkmenistan

in the United Kingdom of Great Britain and Northern Ireland

4 x 5

Фото

Photo

### Заявление о выдаче визы / Visa application form

1. Фамилия/-и/Surname:	
2. Имя/имена и отчество/Name and patronymic:	
3. Урожденный/ая (прежняя/ие фамилия/и)/born/previous surname	
4. Дата (день-месяц-год)/Место рождения/ Date of Birth (date-month-year)/Place:	
5. Гражданство в настоящее время: Current citizenship:	6. Гражданство по рождению/прежнее Native-born citizenship/previous
7. Пол/ Sex: <input type="checkbox"/> мужской/male <input type="checkbox"/> женский/female	8. Семейное положение/ Family status: <input type="checkbox"/> холост/ не замужем/ single <input type="checkbox"/> разведен/-a/divorced <input type="checkbox"/> женат/ замужем/married <input type="checkbox"/> иное/other <input type="checkbox"/> вдовец/ вдова/ widow/-er
9. Категория паспорта/ Type of passport: <input type="checkbox"/> национальный заграничный/ international <input type="checkbox"/> служебный/ service <input type="checkbox"/> дипломатический/ diplomatic <input type="checkbox"/> проездные документы согл. Конвенции 1951 г./ Travel document agreement Convention 1951 <input type="checkbox"/> иной проездной документ (указать, какой)/ other travel documents (specify details):	
10. Номер паспорта/ Passport No:	11. Кем выдан/ Authority
12. Дата выдачи/ Issue date	13. Действителен до/ Expiry date

14. Дети (указать детей, вписанных в паспорта родителей)/Children (indicate children registered in passport):

Имя/Name	Фамилия/Surname	Дата рождения/ Date of Birth
1)		
2)		

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<p>15. Категория визы (цель)/Type of visa (purpose):</p> <input type="checkbox"/> дипломатическая/diplomatic <input type="checkbox"/> студенческая/student <input type="checkbox"/> служебная/service <input type="checkbox"/> туристическая/tourist <input type="checkbox"/> деловая/business <input type="checkbox"/> лечебная/ treatment <input type="checkbox"/> частная/private <input type="checkbox"/> водительская/driving <input type="checkbox"/> транзитная/transit	<p>16. Виза/Visa</p> <input type="checkbox"/> индивидуальная/individual <input type="checkbox"/> групповая/ group
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<p>17. Виза запрашивается для/Visa is inquired for</p> <input type="checkbox"/> однократного/ unitary <input type="checkbox"/> двукратного/ double <input type="checkbox"/> многократного/ multiple	<p>18. Виза запрашивается на ____дней/месяц/-ев</p> <p>Visa is required for ____ days/month</p>
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<p>19. Дата въезда/Entry date</p> <p>вид транспорта/type of transport</p>	<p>20. Дата выезда/ Exit date</p> <p>вид транспорта/type of transport</p>
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21. Предыдущие поездки в Туркменистан/ Previous trips to Turkmenistan

нет/ no

да (указать год и дату приезда)/ yes (Indicate year and date of visit)

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.....

22. Место проживания в Туркменистане/ Place of stay in Turkmenistan

.....

23. Ваша профессия, место работы (должность, адрес и телефон)/ Profession, place of work (position, address and telephone)

.....

.....

24. Приглашающая сторона / Inviting person or organization

1) Ф.И.О., дата рождения и место рождения / название организации/ Full name, date and place of birth:

.....

2) Адрес/ Address

.....

3) Телефон/ Telephone

.....

25. Кто оплачивает расходы за проезд и пребывание заявителя?/ Who is paying trip and stay expenses of applicant?

заявитель/ applicant

приглашающее лицо/ inviting person

приглашающая организация/ inviting enterprise

26. Средства к существованию во время пребывания/ Funds for living during stay

- наличные деньги/ cash
- дорожные чеки/ circular cheque
- кредитные карточки/ credit card
- иные/ others

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27. Я заверяю, что все данные, добросовестно указанные мною в анкете, являются правильными и полными. Мне известно, что ложные данные могут стать причиной отказа или аннулирования уже выданной визы, а также повлечь за собой уголовную ответственность в соответствии с законодательством этого государства. Я обязуюсь не требовать возврата оплаченных мною визовых и других расходов, в случае отказа во въезде на границе Туркменистана компетентными органами. Я обязуюсь покинуть территорию Туркменистан по истечении срока действия визы.

I certify that all data faithfully indicated in this application form are true and complete. I am informed that false data will be reason of rejection or disaffirming of already issued visa as well as a appealing to criminal responsibility in accordance with legislation of this state. In the case of entry rejection on the border of Turkmenistan the competent body. I pledge not ask to refund visa fees and other expenses. I pledge to leave the territory of Turkmenistan by termination of visa's expiration date.

28. Домашний адрес заявителя/ Applicant's resident address

29. Телефон заявителя/  
Applicant's telephone

30. Подпись заявителя/ Applicant's signature

31. Дата заполнения/ Filling date

“ \_\_\_ ” \_\_\_\_\_ 20\_\_

**СЛУЖЕБНЫЕ ОТМЕТКИ /OFFICIAL ANNOTATIONS**

<u>Дата сдачи документов</u> <u>Date of delivery of documents</u>  “    ” _____ 20__	<u>Подпись о получении паспорта с визой</u> <u>Signature for confirmation reception of the passport with the visa</u>  _____  “    ” _____ 20__
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**GULLUK BELLIKLERI**

4				
<b>Wizanyň belgisi</b>	<b>Wizanyň görnüşi</b>	<b>Gezekligi</b>	“    ” _____ 20__    “    ” _____ 20__ (berlen wizanyň möhleti)	<b>Berlen günü</b>
<b>Gidiş nama berilmegine esas</b>		<b>№ _____</b>	“    ” _____ 20__ (esasyň senesi)	
<b>Bahasy</b>	_____ (funt sterling)	<b>Töleg resminamanyň belgisi</b>	<b>№ _____</b>	“    ” _____ 20__