

Important:

This Drop Box facility at Blue dart Centre is only for applicants who do not need to appear for Biometrics. This can be as follows:

1. Applicants will be applying for their Visa Submission as per the jurisdiction who does NOT need to appear for Biometrics.
2. Children below 12 years of age who does not need to apply for Biometrics.
3. Applicant who already have a previous Schengen Visa in the last 59 months with VIS mentioned.

All other applicants will need to personally apply for their Visa Application at the VFS Visa Application Centre.

Contact Details for Visa Information

Helpline Number – 022-67866004 between 08:00am –12:00pm and 01:00pm –04:00pm (Monday – Friday) except on Public Holidays.

Email-Id- infonorth.italyin@vfshelpline.com

Website- <http://www.vfs-italy.co.in/Delhi/index.html> (Visa Application form, checklists and documentation)

Visa Fees:

<u>Category wise Visa Fees (INR)</u>	
Short Term	4970*
Child between 6-12 Years	2900*

Mode of Payment:

*Only Demand Drafts are accepted, Visa Fees in INR should be drawn in favour of “**VFS Global Services Pvt Ltd**”, payable at New Delhi, India.

VFS Service Charge:

VFS Service Charge (INR)	
Service Fee+ Convenience Fees	496+ 166 = 662*

** A Single Demand Draft inclusive of VFS Logistics and Convenience Fees should be drawn in favour of “**VFS Global Services Pvt Ltd**”, payable at New Delhi, India.

HOW TO APPLY

Applicants will call the contact Centre **022-67866004** before approaching the drop box location.

Operational Hours – Applications can be submitted at the drop box locations between 09:00 hrs to 15:00 Hrs.

Blue Dart Postal Visa Application Centre Address

Complete address of Postal visa application centers:-

Blue Dart Postal Visa Application Centre Address

Location	Address
Amritsar	00/101, NATIONAL SHOPPING COM,, NEAR NANDAN CINEMA, G.T. ROAD PUNJAB Pincode : 143001 Telephone : 5050092/5050093
Lucknow	3A/5, RADHA KRISHNA BHAWAN PARK ROAD UTTAR PRADESH Pincode : 226001 Telephone : 4131666
Ludhiana	BLDG #478, AMAN PALACE ASHOK NAGAR NEAR GEN. BUS STAND PUNJAB Pincode : 141002 Telephone : 4681300-321,4681324,
Dehradun	KHASRA NO 546 MAUZA NIRANJANPUR PRAGNA, SAHARANPUR ROAD, OPP ITI, UTTARAKHAND Pincode : 248001 Telephone : 2727600 / 2720059
Agra	UNIT NO. 3 TO 7,GROUND FLOOR RAMAN TOWER, SANJAY PLACE AGRA UTTAR PRADESH Pincode : 282002 Telephone : 4001606

STEPS TO BE FOLLOWED

Applicant needs to ensure the following before handing over Visa application to Blue Dart officer:

- Applicant completes his/her visa application form duly signed, ensures all supporting documents, photograph as per specification (collectively, the "Documents") and enclose his/her passport along with applicable demand draft for Visa fees & other charges.
- Each application has to be packed in a separate envelope.
- Each Applicant has to submit Courier consent form for passport delivery at applicant's desired address.
- Each Applicant has to fill up the form as Declaration form stating that he/she knows the complete process for submission at Drop off location.
- Please prepare the application as stated with all the required documents and seal them in an envelope. Please hand over the sealed envelope to the Blue Dart executive.
- Blue Dart executive issues Air Waybill as a token of receipt. There is no payment to be made by applicants to Blue Dart directly at the time of booking the shipment.

Each envelope has to be addressed for North India Jurisdiction :

Italy Visa Application Centre,
VFS Global Services Pvt. Ltd,
Shivaji Stadium Metro Station,
Mezzanine Level Baba Kharak Singh Marg,
Connaught Place New Delhi - 110001

IMPORTANT NOTE

Air waybill needs to be kept safe and shown by Applicant at the time of receiving the passport after processing.

Kindly Note:

- Please check the spelling on demand drafts before sending.
- Applications received with wrong demand draft for either of VFS service charges or Embassy visa fee will not be processed and VFS will not be liable to send back the unprocessed demand draft/documents/application back to the client.
- No payment to be made separately to Blue Dart.

For any further Clarification you can contact us on our Helpline or send an e -mail.

India : +91 22 67866004
Helpline timings in India: 08:00-17:00 (Monday-Friday except public holidays)