

Drop Box Process

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. Applicants who already have a previous Schengen Visa in the last 59 Month 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:

Category wise Visa Fees (INR)	
Short Term	4820*
Child between 6-12 Years	2810*

Mode of Payment:

*Only Demand Drafts are accepted, Visa Fees in INR should be drawn in favour of “**VFS Global Service 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 Service 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 location 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 PUNJABPincode : 143001
LUCKNOW	3A/5, RADHA KRISHNA BHAWAN PARK ROAD,UTTAR PRADESH Pincode : 226001
LUDHIANA	BLDG #478, AMAN PALACE ASHOK NAGAR,NEAR GEN. BUS STAND PUNJAB, Pincode : 141002
DEHRADUN	KHASRA NO 546 MAUZA NIRANJANPUR PRAGNA, SAHARANPUR ROAD, OPP ITI, UTTARAKHAND,Pincode : 248001
AGRA	UNIT NO. 3 TO 7,GROUND FLOOR RAMAN TOWER, SANJAY PLACE AGRA,UTTAR PRADESH Pincode : 282002
KANPUR	GF, NORTHERN SIDE, HALL NO. 1 SHIV SHANTI TOWERS, 37/19-G, THE MALL, UTTAR PRADESH Pincode : 208001
ALLAHABAD	SIDDHI VINAYAK BUILDING 3/3 COLVIN RD., CIVIL LINES, KANPUR ROAD CROSSING UTTAR PRADESH,Pincode : 211001
VARANSI	SIDDHA COMPLEX, D63/12B , PLOT#172/2OPP PASSPORT OFFICE, MAHMOOR GANJ,UTTAR PRADESH Pincode : 221010
JODHPUR	BLUE DART EXPRESS LTD. W3-CROWN PLAZA, TRANSPORTNAGAR OPP.AIIMS BASNI PH-2,MAIN ROAD RAJASTHAN,Pincode : 342005
NAGPUR	PLOT NO. 22, GHAT ROAD, BESIDE A K GANDHI CAR SHOwroom,440009

SURAT	GR FLR MEGHARATNA COMPLEX ATHUGAR STREET, NANPURA,SURAT – 395001
COIMBATORE	PAGE TOWERS 128 TO 132 KOTTOOR STREET P N PALAYAM,NEAR MAHESWARI CARS COIMBATORE – 641037
TRIVANDRUM	FIRST FLOOR - ASIATIC BUSINESS CENTRE, T C 2/2408-3, ATTIPRA VILLAGE, KAZHAKUTTAM, TRIVANDRUM-695583
VISHAKHAPATNAM	GUTTIKONDA MANSION,47-10-32,GROUND FLOOR,DWARKA NAGAR,VIZAG,530016
MANGALORE	HARMONY COMPLEX ANAND SHETTY CIRCLE ATAVARA,KARNATAKA PINCODE : 575001
VIJAYWADA	BLUE DART EXPRESS LIMITED,D.NO.24-29-214/5&6, GROUND FLOOR,AKHIL CHMABERS,BRTS ROAD, GULABHI THOTA, VIJAYAWADA-520004 ,ANDHRA PRADESH
INDORE	GROUND FLOOR,"GURUKULAM" ,5/6 SOUTH TUKOGANJ ,BEHIND HOTEL SURYA,INDORE - 452001,INDIA
GHACHIBOWLI	SURVEY NO 142, GROUND FLOOR, SRI SAI GAYATRI TOWER, GACHIBOWLI, NANAKRAMGUDA VILLAGE, HYDERABAD, TELANGANA 500032
BHOPAL	229, NIRMAL BHAVAN, ZONE 1 MAHARANA PRATAP NAGAR, BHOPAL, MADHYA PRADESH 462011
BHUWNESHWAR	PLOT NO 622/A SAHID NAGAR,BHUBANESWAR 751007.
RAIPUR	PROGRESSIVE POINT BUILDING NEAR NEW FRUIT MARKET LALPUR,CHHATISGARH,PINCODE : 492001
GUWAHATI	NILGIRI PATH, R G BARUAH ROAD, NEAR DOORDARSHAN KENDRA, GUWAHATI – 781024
PATNA	BLUE DART EXPRESS LIMITED RAJENDRA RAM PLAZA, GROUND FLOOR, BEHIND YES BANK, EXHIBITION ROAD, PATNA - 800 001
RANCHI	SHOP NO. 11, GROUND FLOOR, KALI TOWER, HB ROAD RANCHI JHARKHAND,PINCODE : 834001
IMPHAL	GROUND FLOOR, NORTH BLOCK, SECURED OFFICE BUILDING, NEAR 2ND M R GATE, IMPHAL WEST, IMPHAL-795001
AGARTALA	GURKHA BASTI, OPP. INDIAN BANK,NEAR VIJAYA BANK, AIRPORT ROAD, AGARTALA. PINCODE : 799006

JAMESDPUR	KRISHNA KUNJ, NR REGENT HOTEL INNER CIRCLE ROAD BISTUPUR, JAMSHEDPUR, JHARKHAND 831001
SILIGURI	A W FIGGIS BUILDING, SEVOKE ROAD, SILIGURI, WEST BENGAL 734002

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, photographs 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 Application has to submit Courier consent form for passport delivery at applicant’s desired address.
- Each Application 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 as 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/document/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)

01st Jan 2019