

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. **Children below 12 years of age who does not need to apply for Biometrics.**
2. **Applicants who have already given their Biometrics post 02nd Nov 2015**

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- infornorth.italyin@vfshelpline.com

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

Visa Fees:

<u>Category wise Visa Fees (INR)</u>	
Short Term	4690*
Child between 6-12 Years	2740*

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 Kolkata, India.

VFS Service Charge:

<u>VFS Service Charge (INR)</u>	
Service Fee+ Convenience Fees	496 + 166 = 662**

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

Jurisdiction

For India, applications from the residents of the States of Assam, Arunachal Pradesh, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Tripura, Sikkim and West Bengal; the Union Territory of the Andaman & Nicobar Islands are accepted. The place of issue of a passport or the permanent resident mentioned in the passport does not determine the jurisdiction but it is the current place where an applicant resides for the past 6 months that determines whether he/she belongs to the above jurisdiction. Please note that visa applications cannot be processed from applicants (including Indian nationals) not permanently residing in India. Those visiting India and wishing to go to Italy from India - even on their way back to their country of residence - need to apply for their Schengen visa before departing from the relevant Consulate of their country of residence.

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 centres:-

Blue Dart Postal Visa Application Centre Address

State	Address
Assam	Nilgiri Path, R G Baruah Road, Near Doordarshan Kendra, Guwahati - 781024
Orissa	Plot no 622/A, Sahid Nagar, Bhubaneswar 751007.
Bihar	Rajendra Ram Plaza, G. Floor Exhibition road, Behind HDFC Bank, Patna-800001
Jharkhand	SHOP NO. 11, GROUND FLOOR, KALI TOWER, HB ROAD RANCHI JHARKHAND Pin code : 834001
Jharkhand	Krishna Kunj, NR Regent Hotel Inner Circle Road Bistupur Jamshedpur Jharkhand: 831001

Tripura	GURKHA BASTI, OPP. INDIAN BANK, NEAR VIJAYA BANK, AIRPORT ROAD, Agartala. Pincode : 799006
Manipur	Ground Floor, North Block, Secured Office Building, Near 2nd M R Gate, Imphal West, Imphal-795001
West Bengal	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, 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 East India Jurisdiction :

Italy Visa Application Centre,
VFS Global Services Pvt. Ltd,
Rene Tower, Building No. 1842,
Rajdanga Main Road, Rajdanga,
Landmark: Near Geetanjali Stadium,
Kolkata-700107, India

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)

Email ID: infonorth.italyin@vfshelpline.com