

## **Italy Visa application submission by Travel Agents**

Dear Travel Agents

Kindly note, Italian Consulate in Mumbai has request all travel agents who submit Italy visa applications at VFS Italy visa application centre in West & South Zone to submit the below mentioned documents and get them registered at the Italian Consulate in Mumbai.

Travel agents who fail to submit the mentioned documents will not be allowed to submit the applications at the visa application centre.

- Request letter addressed to The Italian Consulate in Mumbai on the agency letter head. The letter should have complete details of the travel agency, contact numbers and contact person's name and numbers.
- Letter should mention the details of staffs that are authorized to submit applications on behalf of the travel agency.
- Copy of office ID card to be submitted along with the letter for the agency staffs authorized for submission.
- Agency rubber stamp with name & contact number to be marked on all applications submitted by the respective agency.

The above mentioned document needs to be submitted before 15<sup>th</sup> November 2014 at the VFS Italy visa application centres.

Representatives coming for submission on behalf of the applicant needs to carry an authorization letter from the applicant along with their own Government photo ID proof.