



**BRITISH PASSPORT AND CONSULAR SERVICES FEES IN SPAIN, PORTUGAL AND ANDORRA**

**CREDIT / DEBIT CARD – PAYMENT AUTHORISATION FORM**

If you are applying for Passports and/or other Consular Services in Spain, Portugal and Andorra, you can pay by debit or credit card by using this form. Passports and birth/death registrations will be returned to you by DHL courier service. For other Consular Services, your documents will be returned to you by registered post unless you request courier delivery by marking one of the return region boxes below. The cards we accept are Visa credit and debit cards, including Visa Electron (Spanish banks only), and Mastercard.

**We do not accept Maestro cards.**

Please print this form, enter your personal information and credit/debit card details as instructed and enclose with your application.

.....

Name(s) of all Applicant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service(s) requested for:      32 page Passport      48 page Passport  
          
  
                 Other Consular     Birth/ Death Registration     Birth/ Death Certificate  
                          

Payment Card type:      Visa     Visa Electron     MasterCard  
            

Card Number:     

Expiry Date:        /

Cardholder's Name     

Cardholder's Passport or NIE Number     

Cardholder's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Cardholder's Tel.Number: \_\_\_\_\_

Return Region:      Mainland Spain/ Mainland Portugal/ Balearics (16 €)        
   Canaries/ Ceuta/ Melilla/ Azores/ Madeira/ Andorra (21 €)     

| Cardholder's Signature:

.....  
If the cardholder name is different to the Applicant(s) name(s), please attach a photocopy of the cardholder's passport / DNI or other photo ID with signature.  
Actual fees at the time of issuance may fluctuate due to exchange rate movements. We will calculate the correct fee on your behalf. Your signature on this form indicates acceptance of these terms and authorises us to charge the actual fee to your card. You will receive a receipt showing the actual fee when your passport or other service is returned to you. Your statement will show a payment to "British Consulates - Spain".



## **All applicants must complete this delivery form**

The address you indicate here will be where we send your passport.

Please note: \* indicates the fields that must be filled out in all cases.

\*Passport applicant's name: \_\_\_\_\_

### **Your contact details:**

\*Landline telephone number: \_\_\_\_\_

\*Mobile telephone number: \_\_\_\_\_

\*E-mail address: \_\_\_\_\_

\*Do you prefer to be contacted by telephone or by email? \_\_\_\_\_

What is the best time to call you (between 08.30 and 17.00)? \_\_\_\_\_

(We will call you when we receive your package for dispatch. We will do our best to contact you at the time you indicate here between 8:30-17:00).

Please remember:

- there must be someone at the delivery address you give.
- if the delivery address is incomplete or difficult to find, delays may occur.
- we cannot deliver to PO boxes ("apartados" or "caixas postais").

In certain cases you may find it convenient to provide a trustworthy business address to receive your document.

### **Delivery address details.**

*If you provide a business address please fill in the first three lines.*

\*Company name: \_\_\_\_\_

\*Contact name &/or department: \_\_\_\_\_

\*Telephone number and direct extension: \_\_\_\_\_

**For both business and residential addresses, please fill in the following details:**

\*The full receiver's name: \_\_\_\_\_

\*Please write the type of road (Calle, Avenida, Via, Paseo, Camino, etc.) \_\_\_\_\_

\*followed by its name: \_\_\_\_\_

\*the building number: \_\_\_\_\_ \* floor number: \_\_\_\_\_ \*flat number &/or letter: \_\_\_\_\_

\*the "urbanización"/or residence name: \_\_\_\_\_

\*city/town name: \_\_\_\_\_ \*postal code: \_\_\_\_\_

\*province name: \_\_\_\_\_ \*country name: \_\_\_\_\_

If your home is difficult to find, you may like to send us a map – this could make delivery easier  
Please add any additional information you find necessary or useful in the box below: