

Annex A - Terms and Conditions *Updated July 2008*

Throughout this document the terms 'we', 'us' and 'our' refer to the UK Border Agency and the terms 'you' and 'your' refer to you the user

Refund Policy

The application processing fee, shipping and handling fees once submitted are NON-REFUNDABLE regardless of the outcome of the application.

Intellectual Property

The names, images and logos identifying the UK Border Agency are proprietary marks of the organisation. Copying our logos and/or any other third party logos is not permitted without prior approval from the relevant copyright owner.

General

These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales. Please direct any queries to www.ukvisas.gov.uk/enquiries.

Annex B - Privacy Policy *Updated July 2008*

This page explains how the UK Border Agency uses any information you give to us, and the ways in which we protect your privacy.

The Data Protection Act

Under the Data Protection Act, we have a legal duty to protect any information we collect from you. The UK Border Agency is processing the personal data on these application forms and related data for the purpose of promoting and protecting the interests of the United Kingdom and its citizens abroad. The data may be disclosed to other UK Government Departments and public authorities.

What information do we collect?

We collect all the personal information you complete on the form(s).

Feedback

We welcome your feedback. You can contact us by e-mailing UKvisas@fco.gov.uk

Comments and questions

If you send an email or letter to UKvisas@fco.gov.uk asking for information, we may need to contact other government departments to find that information. We do not pass on any of your personal information when dealing with your enquiry, unless you have given us permission to do so. Once we have replied to you, we keep a record of your messages for up to six months for reference and audit purposes, after which it is deleted.

Changes to this privacy policy

If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Annex C - Supporting Documents Checklist

All applicants

- Travel document or passport (passports and travel documents should be valid for at least 6 months after the intended date of departure from the UK)
- One passport sized photograph. This must not be more than 6 months old. (Please see photograph box at the beginning of the form for more details)
- Biometric details
- The appropriate fee

Personal Details section

- Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate
- The official record of any conviction(s), detailing the crime(s) you were convicted of and the sentence(s) you received

Please complete this part of the form to help us to make sure that we have received your documents and to keep a record of them while they are with us. Please tell us how many of each of the listed documents you have provided with this application. Please continue on a separate sheet if necessary.

Type of document

How many?

Passports and/or travel documents

Marriage or civil partnership certificate

Other (state which)

Other (state which)