

For help completing these forms we strongly advise you read these guidance notes.

Further guidance and information can be obtained from your local British Embassy or High Commission, your Visa Application Centre or by visiting UKvisas' website: www.ukvisas.gov.uk

The following guidance notes apply to ALL diplomatic forms

1 Given name(s)

These are all the names you were given at birth, (including patronymic), but not your family/surname. They must be the same as recorded in your passport. Please do not use titles such as Mr, Snr or Esq.

2 Family name

The name by which your family is known (also known as surname/last name) and must be as recorded in your passport. Please do not use titles such as Snr.

Any other names by which you have been known, for example, maiden name, name at birth, if different.

3 Other names

Any other names by which you have been known, for example, maiden name, name at birth, if different.

4 Gender

This should be your gender at time of application.

5 Date of birth

In DD/MM/YYYY format. As recorded on your passport.

6 Place of birth

This must be the village/town/city and state /province in which you were born.

7 Country of birth

Enter the Country of birth exactly as it appears on the title page of your passport.

8 Nationality

This must correspond with the authority that issued your travel document/passport. If you hold dual nationality you should select the issuing country of the passport/travel document you wish to travel with.

9 Current passport or travel document number

Number to be entered as shown in your passport. If you hold a 1951 convention travel document please provide this number.

10 What is your marital status?

This must be your current status.

Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate.

Single - You have never entered into a legally recognised marriage or civil relationship.

Married - You and your partner have entered into a marriage, which is legally recognised and documented.

Civil partnership - You and your same sex partner have entered into a partnership, which is legally recognised and documented.

Unmarried partner - You currently live in a marriage-like relationship with your partner without being legally married.

Divorced/dissolved partnership - Your marriage/civil partnership has been legally dissolved by legal authority, usually a family court, and you have documentary evidence to this effect.

Widowed - Your partner, male or female, is deceased and, immediately prior to their death, you were in a legal marriage/civil partnership.

Separated - You and your partner/spouse no longer live as a married couple, and would normally live apart, but you have not finalised divorce proceedings to terminate the marriage.

11 Father's full name

Please give all your father's names, including his family/surname. Please do not use titles such as Mr, Snr or Esq.

12 Mother's full name

Please give all your mother's names, including her family/surname. Please do not use titles such as Mrs, Snr or Esq.

13 Your full address and postal code

You MUST include your full residential address details including house number or name/street/village/town/city/state/province/postal or zip code/country

14 Correspondence address if different

You will be contacted at the address given at Question 13 unless you enter different details in this box. Please provide an alternative address, if your contact details are different to those you have already given.

15 Home (landline) telephone number

You must include the full number of your home fixed telephone including area, city and country codes. This is not your mobile phone.

16 Mobile telephone number

This is your cellular telephone number.

17 Email address

Please provide details as requested.

18 Date of arrival in the UK

In DD/MM/YYYY format.

19 Port or Airport of arrival

Please provide details as requested.

20 Flight number (if applicable)

Please provide details as requested.

The following additional guidance notes apply to diplomatic form VAFDIP1

21 Expected final departure date from the UK

In DD/MM/YYYY format.

22 Have you ever been refused a visa for the UK?

Answer Yes/No.

23 Have you ever been refused a visa for any other country?

Answer Yes/No.

24 Position

This is the job that you will do whilst in the UK.

25 Duration of posting to the UK

Please provide details as requested.

The following additional guidance notes apply to diplomatic form VAFDIP2

21 Why are you going to the UK?

Please provide details as requested.

22 Are you planning a single trip to the UK?

Please provide details as requested.

23 Date of departure from the UK

In DD/MM/YYYY format.

24 Port or Airport of Departure from the UK

Please provide details as requested.

25 Flight Number (if appropriate)

Please provide details as requested.

26 Which country are you travelling to after the UK? (if in transit)

Please provide details as requested.

27 Which country is your final destination? (if in transit)

Please provide details as requested.

28 Is your visit sponsored by your government?

Answer Yes/No

29 Who do you work for and what do you do?

Please specify which Ministry, Service or Civil Servant department employs you and what your job title is.

30 Who is paying for your trip?

Please provide details as requested.

31 Will anyone be accompanying you on this trip? Please provide their name and their relationship to you.

i.e. Clare Marks, wife.

32 Have you ever been refused a visa for the UK?

Answer Yes/No.

33 Have you ever been refused a visa for any other country?

Answer Yes/No.