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CONSULAR SERVICES

PASSPORT AND VISA  
PROCESSING AGENTS

## Guidelines for Employment letters

**All supporting letters must be an original on headed paper, addressed to the Embassy or Authority concerned.**

### Employment Letters

From your employer stating your full name, position held, salary, length of service or contract and confirming that they are aware of your planned trip, giving the nature of visit and verifying the date they are expecting you to return to work.

Office Hours: Monday to Friday – 9.00am to 5.30pm  
Out of hours collections & deliveries can be accommodated by arrangement

**All transactions (information, advice, service, performance, fees & charges) are subject to Visa World Terms & Conditions of Trade (available on request)**  
Located in office premises at the **Mill Hill** roundabout near the junction of the **A1 & A41** Free on-street parking plus free public car park for visitors nearby  
Motorway Exits: **M1** southbound J4; **M25** clockwise J19 or anticlockwise J23

**Service is our business**

V99 (01-14062012) Guidelines for supporting letters

Orders received by 4.30pm will normally secure next day lodgement  
Same day lodgements are always available by arrangement

**Buses:** 113, 186, 614 & 797 stop outside and 292 nearby  
**Underground:** Hendon Central [Zone 3] + bus 113, 186 or 797  
**National Rail:** Mill Hill Broadway (Thameslink) + bus 186 or 1000yd walk  
***If you're not satisfied, we're not satisfied***